UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 6, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Part-Time Employment

In my memorandum of October 27, 1977, I urged support of President Carter's directive that greater use be made of part-time workers. The purpose of this memorandum is to specifically ask that your Agency review its jobs and programs to determine how opportunities for persons seeking part-time employment could be expanded. Part-time employment for the purpose of this program would be employment of 16 to 32 hours per week.

Each Agency Head should now develop an action plan to implement a part-time employment program. This plan should identify the program areas and types of jobs where you believe part-time employment could be expanded. Although many of these part-time opportunities will be at lower grade levels and in clerical areas, it is also expected that you could identify higher grade, technical, administrative and professional positions where qualified persons who are unable to work full-time could be used. This plan should have target dates and goals you will expect to achieve during the coming calendar year 1978. Quarterly progress reports on your accomplishments will be required.

The Director of Personnel for the Department will coordinate this program. His staff will be available to assist in developing an action plan if assistance is needed. A copy of your action plan should be sent to him no later than February 3, 1978.

I have a personal commitment to increasing part-time employment in the Department of Agriculture and again urge your full support for this important effort.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 10, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Minority Business Enterprise

President Carter in a statement to the Interagency Council for Minority Business Enterprise (IAC) on September 12, 1977, established a policy for minority business development (see Memorandum to Heads of Department Agencies, dated November 2, 1977).

An important policy stressed in the President's statement was for each Federal agency to double its purchases from minority firms over the next two fiscal years. A key element to progress in this area is the 8(a) program.

Agencies have reviewed their programs and set new goals (see reverse). The total of these goals now exceeds $6.0 million in 8(a) contract awards for USDA for FY 1978.

Since efforts of our field offices will have a significant impact on the success of meeting this goal, assistance from the Minority Business Opportunity Committees (MBOC) should be solicited. These MBOCs, of which USDA is a member, represent a valuable coordinative vehicle and focal point for minority business activity. MBOCs must be apprised of all agency minority business efforts to remain effective and responsive.

Field offices should therefore be directed to coordinate their minority business enterprise efforts through the appropriate MBOC. Attached is a listing of the MBOC locations.

Joan S. Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

Attachment

FY 1978 Agency 8(a) Goals

Agency	Goal
AMS	$ 180,000
ARS	600,000
ASCS	100,000
APHIS	300,000
EMSC	20,000
FmHA	45,000
FNS	420,000
FSQS	600,000
FS	2,654,000
OO	90,000
SCS	1,000,000
TOTAL	$6,009,000

Minority Business Opportunity Committee Cities

Albuquerque
*Anchorage
Atlanta
Baltimore
*Birmingham
Boston
Buffalo
Chicago
Cincinnati
Cleveland
*Columbus
Dallas/Ft. Worth
Denver
Detroit
Honolulu
*Houston
Kansas City
*Little Rock
Los Angeles
*Memphis
Miami
*Milwaukee
Minneapolis
*Nashville
Newark
New Orleans
New York
Philadelphia
Pittsburgh
Portland
*Richmond
St. Louis
*San Antonio
San Francisco
Seattle

* FEA cities. All others FEB cities.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 19, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Boards

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the following three Grazing Advisory Boards, for which proper petitions have been received, in accordance with Federal Regulation 36 CFR 222.11:

Coconino National Forest Grazing Advisory Board
Humboldt National Forest Grazing Advisory Board
Tonto National Forest Grazing Advisory Board

Establishment of these Boards becomes effective on the date the original charters are filed with Congress.

The purpose of Grazing Advisory Boards is to give grazing permittees opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

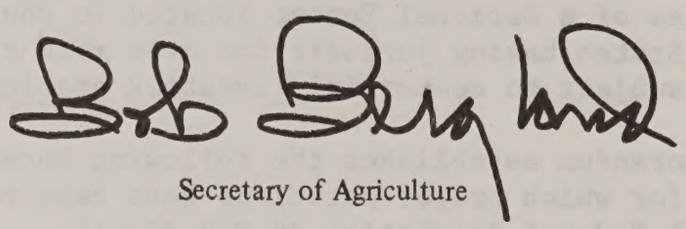
The function of Grazing Advisory Boards is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which each Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which such board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present and preside over all meetings, with authority to adjourn if in the public interest.

The Boards will expire December 31, 1985, as provided by law, unless terminated prior to that time.

A separate charter for each Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 24, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

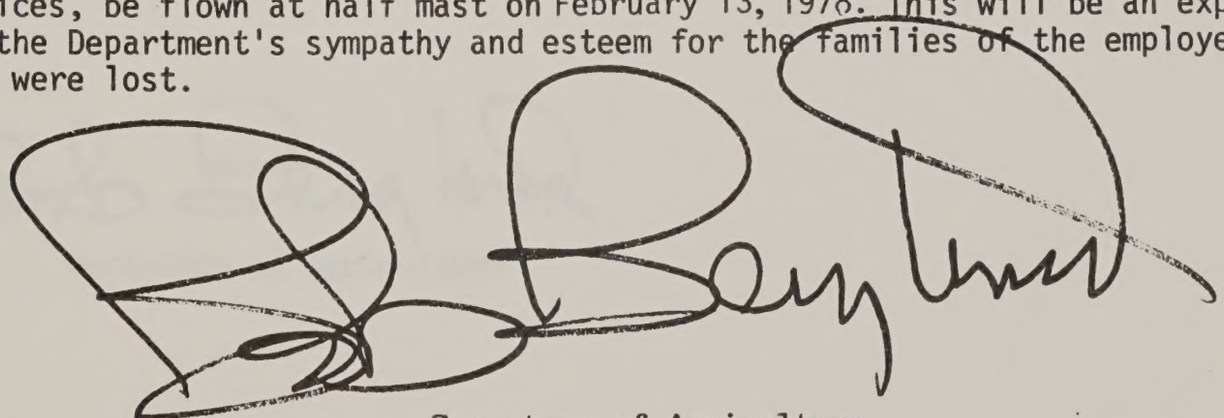
Special Assistant for Grain Elevator Investigation and Safety

The recent explosions at several grain elevators have resulted in a heavy loss of life and property. The employees of the Department have been saddened by the deaths of 13 and serious injuries to four of our fellow workers in these incidents.

I feel strongly that everything reasonable that can be done should be done to minimize the possibility for such an occurrence in the future. To this end, Dr. Leland Bartelt, the Administrator of Federal Grain Inspection Service and I have selected John Graziano to be a Special Assistant to Dr. Bartelt in this effort.

Mr. Graziano will coordinate and direct the special efforts of this Department to determine the cause(s) of these explosions, the additional safety precautions that must be taken, and safety guidelines for our employees. He will be the Department's liaison with the Department of Labor, the Environmental Protection Agency, the industry and other agencies of the Federal and State Governments that are a part of this safety effort. Mr. Graziano who has been the Director, Office of Investigations in the Office of Inspector General is singularly qualified to carry out this task.

In addition I am asking the Assistant Secretary for Administration to arrange that the flags at the USDA national office buildings, and at field USDA offices, be flown at half mast on February 13, 1978. This will be an expression of the Department's sympathy and esteem for the families of the employees who were lost.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 24, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Black History Month, February 1978

Each year the month of February is designated as "Black History Month," the purpose of which is to commemorate the significant achievements and contributions of Blacks to America's growth and development.

We, in the Department of Agriculture, should recognize and take pride in the many important achievements of Blacks to this nation's development, including the very significant contributions that Black citizens have made over the years to agricultural programs and other related fields.

I encourage Agencies to plan activities, both at headquarters and field locations, during this special month. In addition, there will be activities planned at the Department level for all employees in the Washington, D.C. Metropolitan Area during the week of February 13-17, Black History Week.

I strongly urge my fellow employees of this Department to be mindful of, pay tribute to, and participate in Department, Agency, local, and community-sponsored observances during this Black History Month.

Bob Bergland

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

A,D Distribution Made by
Directives Management Staff
Administrative Services Division

February 9, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Establishment of the Office of Operations and Finance

Delegations of authority to the Director, Office of Operations and Finance, will be published in the Federal Register within the next several days. Effective with this publication and until a Director is named, I will exercise all the authorities and responsibilities of the Director, Office of Operations and Finance. To assist me in getting the new office into operation, I have asked Jack Carson to serve as my coordinator in its establishment. I know I can count on your full cooperation in the difficult task of bringing the new Office of Operations and Finance into existence.

The memorandum to heads of Department agencies by the Acting Assistant Secretary for Administration of October 25, 1977, concerning this same subject is hereby superceded.

Joan S. Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 24, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Building Management and Employee Dismissal Policies Due to Fuel Shortage

Attached for your information is a copy of a memorandum from OMB to the Federal Regional Councils transmitting President Carter's directive that power consumption be reduced in Federal facilities due to the current fuel shortage. The memorandum also reiterates existing GSA and CSC guidance on building management and employee dismissal during fuel shortages. The GSA and CSC guidance does not promulgate new policy, but transmits the pertinent existing regulations to be followed by Federal agencies in such emergency situations.

The OMB memorandum stresses the importance of consistent Federal decisionmaking at the regional and local level in coordinating their dismissal policies. This is necessary because there have been instances in the past of Federal agencies announcing contradictory dismissal policies when located in the same city, or even worse, in the same building.

I am adding my personal concern that USDA agencies maximize their coordination and decisionmaking through such vehicles as the State and County Administrative Committees, the Federal Regional Councils, and other members of the Federal family in the local area.

You may receive inquiries from your field offices concerning the content of this memorandum. I encourage you to support requests from your field officials for your concurrence in specific cases resulting from coordinated decisionmaking in their local areas.

If you have questions on this matter, please contact me; Ed Alvarez, Acting Associate Director, Office of Operations and Finance; or Sy Pranger, Director of Personnel.

Charles Berry
for

JOAN S. WALLACE
Assistant Secretary
for Administration

Attachments

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

February 21, 1978

MEMORANDUM FOR THE INTERGOVERNMENTAL RELATIONS REPRESENTATIVES

SUBJECT: Memorandum Transmitted to Federal Regional Councils on FEB Role in Local Coordination of Building Management and Employee Dismissal Policies Due to Emergency Situation Caused by Fuel Shortage

President Carter has directed the Administrator of the General Services Administration to ensure that all Federal facilities, when appropriate, reduce their power consumption to minimum necessary levels. Federal buildings in a number of locations, as well as other installations in which the Government leases space, are being affected by this shortage. GSA has directed certain actions to reduce power consumption in any State or portion thereof in which the Governor has taken actions which recognizes this emergency.

The impact of some of the above actions taken by GSA will have an impact on personnel management actions as fuel supplies grow short, and when there is no alternative but to temporarily shut down.

Attached is a memorandum the Director of OMB has forwarded to the Federal Regional Councils, Federal Executive Boards and the Federal Executive Associations on the Federal Executive Board's role in ensuring maximum coordination of building management and employee dismissal policies during the emergency situation caused by the nonavailability of fuel or power.

Vince

Vincent Puritano
Deputy Associate Director
for Intergovernmental Affairs

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

February 17, 1978

MEMORANDUM FOR FEDERAL REGIONAL COUNCIL CHAIRPERSONS
FEDERAL EXECUTIVE BOARD CHAIRPERSONS
FEDERAL EXECUTIVE ASSOCIATION CHAIRPERSONS

SUBJECT: Civil Service Commission and General Service Administration Guidelines on Dismissal Policy During Emergency Situations Caused by Fuel Shortage

The unusually cold winter which is being experienced in many parts of the country is creating severe fuel shortages in some areas and hardships in others. In view of this shortage of fuels, President Carter has directed that the Administrator of General Services ensure that all Federal facilities in affected regions reduce their power consumption to minimum necessary levels. In accordance with these instructions GSA Administrator has directed (copy enclosed) that the maximum temperature in buildings owned or leased by executive departments or establishments shall be 65° during working hours and 55° during non-working hours.

The only exception to this policy should be of the type described in Chapter 34, United States Code of Federal Regulations, Paragraph 232.9, Appendix C, Section 5. "The protection and operation of certain specialized equipment; e.g., computers, for maintaining the health and efficiency of employees, and for certain installations of high specialization; e.g. Greenhouses, hospitals, guard stations, and laboratories. Such exceptions may be granted only after consultation with appropriate technical personnel of the unit requesting the exception and the presentation of necessary supporting evidence. Exceptions will be granted by the official responsible for the operation and maintenance of the facility and must be concurred in by the Agency's energy conservation coordinator."

In some major areas of the country, GSA informs us that some Federal buildings need to be either closed or temperatures set below the 65° maximum setting due to lack of fuel or at the request of the local utility companies to conserve critical fuel.

The GSA Regional Administrator will be responsible for the notification of local agency heads, including the FRC, FEB

and FEA Chairpersons in their region, of the extent and duration of temperature cutbacks in GSA operated or leased facilities.

For GSA operated buildings, other than warehouse or storage type buildings, where temperatures have to be reduced below 55° during working hours, GSA will suggest that employees not remain at work. Authority to act in this event rests with the individual agency head and should be taken under the guidance provided in the enclosure to this memorandum prepared by the Civil Service Commission. Such actions should also be coordinated to the maximum extent as described in this memorandum.

However, when GSA considers temperatures below 55° to be approaching an emergency situation, GSA may choose to close the building for the duration of the emergency, because of the need to conserve fuel to avoid such potentially hazardous conditions as freezing pipes, inoperative sprinkler systems, etc. If a GSA operated or leased building is closed, agency heads who require employees to work because of a critical function, must obtain approval from GSA for those employees to be admitted to the building.

The Civil Service Commission is aware of the possible impact on Federal employees and agency operations. Agency management should assure themselves that the interests and concerns of Federal employees are fully considered and that employees, through their union representatives, where appropriate, have the full opportunity to participate in decisions that will affect them on the job, e.g. dismissal of employees, adjustment of working hours, etc.

CSC has summarized the leave and pay treatment functions of the Federal Personnel System that are particularly relevant when Federal offices or facilities are curtailed under these types of circumstances. A copy of that summary is enclosed.

It is important that maximum coordination of decisionmaking at the regional and local level occur among Federal agencies. It is the responsibility of each individual agency to seek consistent Federal action in a given locale in applying the above policy and procedures.

Because of the importance of this coordination, FEB Chairpersons should take the lead, with support from the Federal Regional Council Chairpersons and the Federal Executive Association Chairpersons where appropriate and useful, to disseminate this policy

throughout Federal departments and agencies. Furthermore, I would suggest, where needed, that you may want to immediately convene the FEB Board, or Association, the policy committee, or committee on employee dismissal or any other appropriate Federal interagency forum in your geographic area to accomplish, at a minimum, the following:

- A full and complete understanding of the enclosed Federal policies, in general, and how they might be applied within your local area, given current and forecasted energy availability conditions;

- Any immediate amendments or adjuncts to your employee dismissal plan or energy conservation program necessary to implement these enclosed policies and procedures.

- An assessment of your FEB readiness to carry out not only the above policies and procedures, but including a determination of how the FEBs will work with appropriate FEAs in close proximity to your FEB within the same region.

- FEB Chairpersons should inform those Federal agencies who operate their own facilities (DOD, USDA, VA, etc.) of these guidelines and suggest that they may want to implement similar procedures.

In summary, maximum coordination of decisionmaking is imperative to ensure consistent and responsible Federal action.

Finally, if you have any problems or questions which cannot be addressed by the regional CSC and GSA offices,contact Vince Puritano, Deputy Associate Director, Intergovernmental Affairs, 202-395-3774.

James T. McIntyre, Jr.

James T. McIntyre, Jr.
Acting Director

Enclosure

COPY

TO: MR. J. GALUARDI, REGIONAL ADMINISTRATOR
GSA REGION 3
WASHINGTON, D.C.

MR. L. STROM
REGIONAL ADMINISTRATOR
GSA REGION 4
ATLANTA GEORGIA

MR W MORRISON
REGIONAL ADMINISTRATOR
GSA REGION 5
CHICAGO ILLINOIS

PRESIDENT CARTER TODAY DIRECTED THAT "... THE ADMINISTRATOR OF GENERAL SERVICES...ENSURE THAT ALL FEDERAL FACILITIES IN THE AFFECTED REGION REDUCE THEIR POWER CONSUMPTION TO MINIMUM NECESSARY LEVELS, EFFECTIVE IMMEDIATELY.

IN ACCORDANCE WITH THESE INSTRUCTIONS, I HEREBY DIRECT YOU TO DO THE FOLLOWING:

IN ANY STATE OR PORTION THEREOF IN WHICH THE GOVERNOR HAS TAKEN ACTIONS WHICH RECOGNIZE THE EMERGENCY NATURE OF THE POSSIBLE POWER/ENERGY SHORTAGES, YOU ARE DIRECTED TO:

REDUCE TEMPERATURES IN APPROPRIATE FEDERAL FACILITIES TO 55 DEGREES OR LESS

CURTAIL OR TERMINATE ALL NON-ESSENTIAL ACTIVITIES.

TAKE OTHER MEASURES AS DETERMINED TO BE APPROPRIATE AFTER CONSULTATION WITH FEDERAL AND STATE OFFICIALS.

YOU WILL BE EXPECTED TO MAKE DECISIONS ON SPECIFIC INSTALLATIONS BASED ON LOCAL CONDITIONS AND ON YOUR BEST JUDGMENT. PLEASE ADVISE THE COMMISSIONER OF PBS OF ALL ACTION TAKEN IN COMPLIANCE WITH THIS DIRECTIVE.

FOR SOLOMON, ADMINISTRATOR. SIGNED BY WKALLAUR

COPY TO: REGIONAL ADMINISTRATOR, GSA, REGION 1, 2, 6, 7, 8, 9, 10

ALL FEDERAL AGENCIES (KOBI's "SARA LIST ATTACHED)

United States Civil Service Commission

CSC Bulletin 610-29

Bulletin

Bulletin No. 610-29

Washington, D. C. 20415
March 8, 1978

SUBJECT: Energy Conservation and Personnel Management

Heads of Departments and Independent Establishments

The fuel shortage in many parts of the country is becoming increasingly critical as below normal temperatures continue. The shortage is further intensified by current problems being experienced in the production and delivery of certain types of fuel. Major electric power cutbacks are already planned and industrial layoffs threatened in some areas. Federal buildings in a number of locations, as well as other installations in which the Government leases space, are being affected by this shortage. The Administrator of General Services has directed certain actions in accordance with instructions from the President to reduce power consumption to minimum necessary levels in affected areas.

The purpose of this Bulletin is to alert agencies to the possible impact of energy conservation initiatives on personnel management actions as fuel supplies grow short or are temporarily exhausted. In this regard, your attention is called to the guidance set forth in CSC Bulletin 610-27, January 31, 1977, concerning the leave and pay treatment features of the Federal personnel system that are relevant when Federal offices or facilities are curtailed in order to conserve energy for future use, or when there is no alternative but to temporarily shut down because of nonavailability of fuel or power. A copy of that guidance is attached.

Raymond Jacobson
Executive Director

Attachment

Inquiries: Bureau of Policies and Standards, Pay and Leave Administration Section, extension 25604 or 63-25604

Code: 610, Hours of Duty

Distribution: FPM (advance edition limited)

Bulletin Expires: December 31, 1978

ORIGINALLY ISSUED AS AN ATTACHMENT
TO CSC BULLETIN 610-27

The unusually cold winter weather which has been experienced in many parts of the country this season is creating fuel shortages in some areas.

The Commission is aware that some agencies are already planning for appropriate actions in this connection. In making adjustments in agency operations, agency management should assure themselves that the interests and concerns of employees are fully considered, and that employees through their union representatives have the full opportunity to participate, as appropriate, in decisions that will affect them on the job. (For prior guidance on this matter, see CSC Bulletin 711-29, Technical Advice on Labor-Management Responsibilities in Implementing Federal Management Circular 74-1.) Any personnel actions must be effected in accordance with Commission regulations and policies. It is emphasized that the health and safety of employees in these emergency situations is a matter of prime concern to the Government.

Of course, we cannot anticipate the full range or possible combinations of situations which may arise in connection with the fuel shortage. Circumstances may dictate actions as simple as lowering the temperature level in a given building or as substantial as the closing of a Federal installation for a week or more.

Agencies in a given locality are urged to coordinate and cooperate in addressing such problems of mutual concern. This may be accomplished through such Federal interagency groups as Federal Executive Boards and the like.

There are a number of alternative courses of action which agencies may consider depending upon the severity and anticipated duration of any condition. This review of the available alternatives is intended to provide necessary information to assist agencies which are faced with an emergency situation. It should be emphasized that all of the alternatives presented below are already contained in existing law, regulation or FPM instructions.

There are basically two types of general situations which can arise.

I. Fuel Crisis of Limited Duration (Expected one-time occurrence).

Severe weather may create a physical impediment to delivering fuel, thus creating an immediate problem which is expected to be of short duration, i.e., 1 week or less. In this case, it is likely that a metropolitan area, or even an entire state may be similarly affected. A critical situation could lead to a decision by appropriate officials affecting Federal buildings. While some critical functions such as hospital operations must continue to operate there are many other functions and services which could be curtailed.

Where the emergency is expected to be of very limited duration, agencies may grant excused absences without charge to leave consistent with policies established for other short term emergencies e.g., snowstorm, flood, fire, etc. (See Appendix A, Chapter 610, FPM Supplement 990-2, Guidelines for Dismissal and Leave Treatment of Federal Employees During Emergency Situations.)

II. Fuel Crisis of Indefinite Duration.

Where fuel supplies are dwindling rapidly due to high use levels brought on by extremely cold temperatures and delivery problems, it may be necessary to curtail operations by closing for some prolonged or regularly recurring period in order to conserve the fuel which remains.

Under such a situation, the use of excused absence is inappropriate. Other options which should be considered are as follows:

A. Maximum use of Details or Temporary Relocation.

Every effort should be made to keep those employees at installations which are affected at work. Towards this end, employees could possibly be detailed or relocated for useful work to other installations at which operating schedules have not been affected. (Availability of fuel and type of fuel used may allow some installations to continue normal or near normal operations while others cannot.) Cooperative arrangements among agencies are encouraged. It is recognized, however, that if an entire geographic area is being adversely affected detailing may not be possible.

B. Extended Work Day and use of Compensatory Time.

General Schedule employees may be granted compensatory time off where overtime worked is either irregular or occasional in nature. It should be noted, however, that in accordance with the provisions of section 5543 of title 5 U.S.C., employees whose rate of basic pay is at or below the maximum rate of GS-10 must voluntarily request compensatory time for it to be authorized. Under these emergency circumstances discussed herein, employees could be offered the opportunity to work two additional hours on each of 4 days with the overtime to be taken as compensatory time off on the fifth day within the same workweek.

However, under the law, agency heads have authority to prescribe that employees whose rate of basic pay is in excess of the maximum rate of basic pay of GS-10 shall be granted compensatory time off for irregular or occasional overtime.

The Federal Wage System makes no provisions for granting compensatory time off to employees in lieu of overtime and, therefore, employees covered by that system could not use this option.

C. Use of Annual Leave.

General Schedule employees who do not wish to work overtime hours for compensatory time and Federal Wage System employees may use any annual leave which is available to them. While the taking of annual leave can be at the request of any employee, agencies have the authority to place employees with sufficient annual leave to their credit (including any annual leave that will accrue to the employees during the year) on annual leave at times considered appropriate by management. In exercising the authority to place employees on annual leave, agencies must comply with provisions in negotiated agreements.

D. Use of Leave Without Pay.

In the absence of earned leave or leave that will accrue during the year, or if an employee prefers not to disturb accumulated leave, an employee can be placed on leave without pay, but only at the employees's request.

E. Furlough.

Furlough, while not precluded, should generally be used as a last resort.

Agencies have the clear obligation to treat employees in a responsible manner; and employees in turn are asked for their understanding and cooperation in enabling their agencies to deal effectively with exceptional situations brought about by the current fuel shortage.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

A,D Distribution Made by
Directives Management Staff
Administrative Services Division

March 6, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

USDA 1978 U.S. Savings Bond Campaign

This year's Campaign will be conducted during the month of April and I am counting on your personal support in helping make it a success.

Our goals this year are:

-- To obtain a minimum of 75% participation by all agencies.

-- To increase participation by 10% for agencies currently at 75% or above.

-- To persuade 25% of present buyers to increase their allotments and purchase higher denomination bonds.

I have asked Assistant Secretary Joan S. Wallace to serve as the Department's Bond Campaign Vice Chairperson. Verne Bathurst, Deputy Administrator for Administration, Soil Conservation Service, will coordinate the Campaign.

Please designate a key staff member to coordinate the Campaign for your agency and forward his or her name to Verne Bathurst, Room 5004 South Building, by March 2, 1978.

Agency coordinators should plan to attend a pre-campaign workshop on March 7, 1978, from 1:00 p.m. to 3:00 p.m., Room 218-A, in the Administration Building.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

A,D Distribution Made by
Directives Management Staff
Administrative Services Division

March 10, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

SECRETARY'S MEMORANDA

USDA Property Management Regulations, Subchapter B, Section 104-11.209-3 covers the issuance of Secretary's Memoranda, both numbered and unnumbered. In the preparation of such memoranda, the originator should include on the Form AD-116 suggested routing for clearance and approval.

In the same section, Paragraph (2) reads as follows:

> "(2) Correspondence Review Officer. All Secretary's Memoranda should be routed through the Correspondence Review Officer for determination of required clearance and approval in the Office of the Secretary."

Several times in recent weeks memoranda have been circulated without having been routed through this office. It will save time and assure appropriate clearances if all Form AD-116 (blue jackets) are routed to C.R.O., Room 223-W as soon as they are prepared. A list of the memoranda will be maintained so that status inquiries can be answered promptly.

Thanks for your cooperation.

Betty K. Stiverson

Betty K. Stiverson
Staff Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 15, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of the Acting Deputy Director, Data Services, Office of Operations and Finance

I am designating Tommye Cooper, Director, Fort Collins Computer Center, as the Acting Deputy Director for Data Services, Office of Operations and Finance, effective March 27, 1978.

Raymond J. Long, Acting Deputy Director for Data Services, is retiring to pursue a career in private law practice.

Joan S. Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 20, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Savings Bonds Campaign - Kick Off Rally

Secretary Bergland will "kick off" this year's Savings Bonds Campaign at 10 a.m., Friday, March 31, in the Jefferson Auditorium. This will be our key Savings Bonds meeting of the year -- so it's important that Agency Heads, Agency Savings Bonds Coordinators, and as many canvassers as possible in the Washington, D.C., area attend.

In addition to remarks by the Secretary, Azie Taylor Morton, Treasurer of the United States, will briefly discuss the Savings Bonds Program. There will also be a short film.

Please mark the rally on your schedule. We would like a good turnout.

Joan S Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 22, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Summer Employment Program for Youth

Printed on the reverse is a copy of a memorandum signed by President Carter on February 14, 1978, stating his commitment for providing meaningful summer employment experiences for young people. The Office of Personnel will be providing instructions and Agency quotas on the Program. I urge you to exercise leadership in providing summer jobs for young men and women, including mentally retarded and physically handicapped youth.

Secretary of Agriculture

THE WHITE HOUSE

WASHINGTON

February 14, 1978

MEMORANDUM FOR THE HEADS OF

DEPARTMENTS AND AGENCIES

When schools throughout the Nation close for the summer, many young men and women will be seeking summer jobs. This year, due to the high degree of unemployment among youth, Federal managers, and employers in the private sector, must increase their efforts to provide meaningful employment experiences for young Americans.

Through summer employment, young people will have opportunities to apply what they have learned in the classroom. For many, summer employment will enable them to earn funds necessary to return to school in the fall.

I am asking each of you to personally support the Federal Summer Employment Program for Youth. In selecting students to work in the Federal Government, we must ensure that special efforts are made to attract needy young people. For this reason, we are again setting an employment goal of one needy youth for every forty regular employees.

Chairman Alan K. Campbell and his staff at the Civil Service Commission will provide leadership to the Summer Employment Program, and will report to me on our accomplishments. Commission staff will soon be providing you with more details on the program.

I urge each of you to take full advantage of this opportunity.

Jimmy Carter

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 27, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Cooperative Education Program for Graduate and Associate Degree Students

On October 26, 1977, President Carter signed Executive Order 12015, which authorized the establishment of a variety of career-related work-study programs for students. Under an earlier Order, a cooperative education program for baccalaureate students was established, wherein students who satisfactorily completed both their degree requirements and work assignments in Federal agencies could receive noncompetitive appointments to positions in the career service. The new Executive Order provides for the continuance of this program as well as the expansion of its provisions to student programs at other levels.

Effective immediately, a cooperative education program for graduate students is established. Civil Service and Departmental guidelines have been published. A similar program for associate degree students has been developed, and guidelines for it will be issued in the near future.

All of these programs are designed to attract new and talented people to the career service. They are excellent sources for employing minorities, women, and physically handicapped individuals in the professional and technical fields.

I urge your personal support in encouraging your managers to make maximum use of these programs.

Bob Bergland

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 27, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Boards

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the following three Grazing Advisory Boards, for which proper petitions have been received, in accordance with Federal Regulation 36 CFR 222.11:

Bridger-Teton National Forest Grazing Advisory Board
Coronado National Forest Grazing Advisory Board
Prescott National Forest Grazing Advisory Board

Establishment of these Boards becomes effective on the date the original charters are filed with Congress.

The purpose of Grazing Advisory Boards is to give grazing permittees opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

The function of Grazing Advisory Boards is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which each Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which such board is established. Membership is limited to 15 members.

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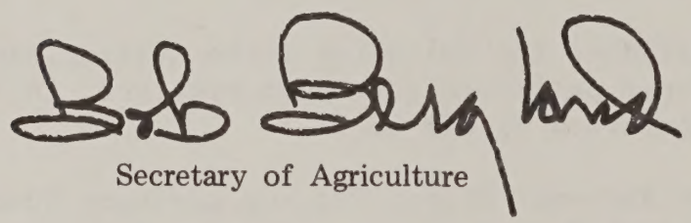
A chairman and other officers are elected by the Board from among its membership. The chairman or vice chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present and preside over all meetings, with authority to adjourn if in the public interest.

The Boards will expire December 31, 1985, as provided by law, unless terminated prior to that time.

A separate charter for each Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 29, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation to Serve as Director, Office of Energy

Dr. Weldon Barton, in addition to his present duties as Assistant to the Secretary, is designated to act as Director of the new Office of Energy established by Secretary's Memorandum No. 1941.

The effective coordination of USDA's energy activities is of vital importance. I expect each of you to cooperate fully with Dr. Barton as he undertakes this important assignment.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 4, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Honor Awards Ceremony

The Department's 32nd Annual Honor Awards Ceremony will be held on Thursday, June 1, 1978, at 10:30 a.m. at the Sylvan Theater, Washington Monument Grounds.

Employees who have earned recognition through their special achievements or high quality performance will be honored on this occasion. Distinguished and Superior Service awards will be granted to individuals or groups who have made outstanding contributions toward improving our service to the public.

Members of the 1978 Honor Awards Committee appointed to recommend awards are:

Dr. Joan S. Wallace, Chairperson
Assistant Secretary for Administration

Ms. Ellen Haas
President
Consumer Federation of America

Mr. Don C. Muhm
Farm Editor
Des Moines Register & Tribune
Des Moines, Iowa

Dr. Frederick S. Humphries
President
Tennessee State University
Nashville, Tennessee

Dr. Phillip Alampi
Secretary
New Jersey Department of Agriculture
Trenton, New Jersey

Announcement of the award winners is scheduled for mid-April.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 4, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

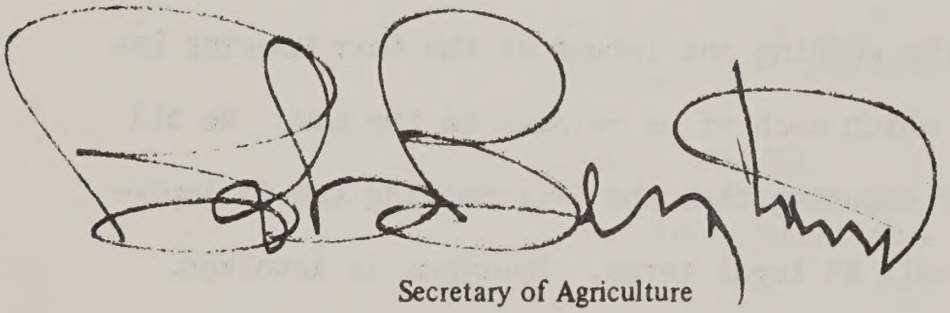
Fair Housing Month

April marks the Tenth Anniversary of the Fair Housing Act, Title VIII of the Civil Rights Act of 1968. A variety of public activities will mark this event throughout the country.

The Department of Housing and Urban Development has asked that each Department remind each of its employees about the Fair Housing Act. In the past, we have had a Secretary's Memorandum to this effect. This year, I think it would be more meaningful if the reminder was personalized and came from each agency and office head. A sample memorandum has been prepared by HUD for your consideration. Please feel free to modify it for your purposes.

I would like to emphasize that this is a voluntary act. If a memorandum to your employees is not your style, that's okay. You may have a better idea. The important thing is not the form but the substance of your leadership in civil rights. For program effectiveness, every employee needs to be assured of the administrator's commitment to the concept of equality.

I would appreciate your letting me know about the action you plan to take.



Secretary of Agriculture

Attachment

April marks the tenth anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968. The Law guarantees equal opportunity in housing to every American. The Law provides that it shall be unlawful: "to discriminate against any person in the terms, conditions, or privileges of the sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, sex or national origin."

Just as Fair Housing is a guaranteed right, it is also an idea that is right for our nation. We face many problems and challenges to the quality of our life, and before we can surmount them we must first remove the barriers that prevent us from acting together in a cooperative manner. Each of us should resolve to fight discrimination in our personal, daily lives, as well as in the conduct of government business.

April is an appropriate time for all employees of (NAME OF AGENCY) to re-examine the meaning and intent of the Fair Housing Law as well as the ways in which each of us relates to the Law. We all share responsiblity for assuring that the Fair Housing Law is implemented in personal as well as legal terms. Everyone is involved.

Fair Housing should be a basic right for every American - Right Now.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 11, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Director,
Office of Safety and Health Management

Effective immediately, Julius C. Jimeno is designated Acting Director, Office of Safety and Health Management.

Joan S Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 12, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

President's Anti-Inflation Plans

Following on his anti-inflation message yesterday, the President has instructed members of his Cabinet to take every possible action to control inflation. In turn, I am requesting your cooperation in this effort. The effects of continued high rates of inflation touch all of us, not only on our private standards of living, but also on our ability to provide services to the public and to carry out our important missions with necessarily limited resources.

Several of the anti-inflation measures announced by the President yesterday directly affect the Department of Agriculture, including the limitation on Federal pay increases, opposition to unduely inflationary farm legislation, and the preparation of a report to the President on increasing timber sales. The President has asked each agency head to take the following additional measures:

-- Every effort should be made to hold 1979 budget outlays within the level approved by the President. Although measures taken to restrain 1979 outlays are not always popular, agency heads and others are expected to support the President's budget, both publicly and privately.

-- All agencies will avoid or reduce the purchase of goods and services which are rising rapidly in price.

-- All new or renegotiated contracts or regulations which contain price or benefit escalator clauses should reflect the principle of deceleration.

I have asked Howard Hjort, Director of Economics, Policy Analysis and Budget to be responsible for monitoring our anti-inflation efforts. He will be contacting you shortly to discuss specific agency plans for restraining inflation.

Bob Bergland

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 13, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Implementation of Executive Order 12044

Improving Government Regulations

President Carter has directed that each executive agency "adopt procedures to improve existing and future regulations." The Executive Order requires that regulations and the process for developing regulations be reviewed and revised to improve clarity, efficiency and public participation and reduce the burden of unneeded regulation on the public. The initial phase of this review must be completed by May 22, 60 days after the signing of the Executive Order.

I fully support the objectives of this review and expect each of you to give the cooperation and effort needed to meet these goals in the Department of Agriculture. The review will be coordinated by the Director, Economics, Policy Analysis and Budget. The contact on this activity will be Linley Juers, OBPE (ext. 76667, Room 117-A). The deputy assistant secretaries and representatives of the Office of General Counsel and the Office of Governmental and Public Affairs designated by the General Counsel and the Director of Governmental and Public Affairs respectively, are designated as contacts for their respective agencies and as a work group to assist the Director, Economics, Policy Analysis and Budget in coordinating the Department's review and report.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 21, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Boards

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the following two Grazing Advisory Boards, for which proper petitions have been received, in accordance with Federal Regulation 36 CFR 222.11:

Gila National Forest Grazing Advisory Board
Routt National Forest Grazing Advisory Board

Establishment of these Boards becomes effective on the date the first charters are filed with Congress.

The purpose of Grazing Advisory Boards is to give grazing permittees opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

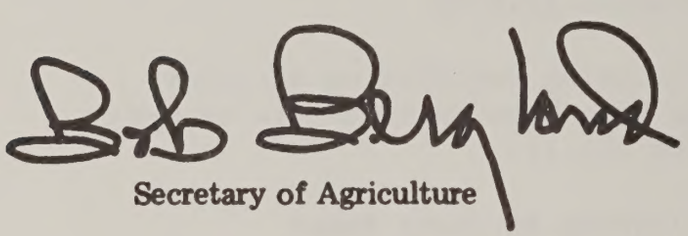
The function of Grazing Advisory Boards is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which each Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which such board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present and preside over all meetings, with authority to adjourn if in the public interest.

The Boards will expire December 31, 1985, as provided by law, unless terminated prior to that time.

A separate charter for each Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 21, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Timely and Responsive Action on Audit and Investigation Reports

The Office of Audit (OA) has emphasized the need for prompt and responsive agency action on audit report recommendations on several past occasions. The report on a recent General Accounting Office (GAO) review of OA again emphasized this need. GAO pointed out that a number of OA reports have remained open for long periods of time primarily because agency replies were not received when due, or were not fully responsive to the audit recommendations. Many of these reports pertained to programs administered by cooperating State and local government agencies. A recurring problem, applicable to several agencies, has been too limited action on audit recommendations--action which falls short of resolving the reported conditions. Similar problems, aside from delays due to legal action, also occur with regard to administrative decisions on some investigation reports.

Audits and investigations can be of significant value to us in spotting and correcting program and administrative weaknesses. However, we need to recognize that auditors and investigators cannot develop the full extent of every condition they discover. There simply are not enough of them. Their job is to develop enough evidence to provide a basis for action. Complete, timely action to include correction of the underlying causes of conditions is a responsibility of agency management.

Corrective action on all Office of Inspector General (OIG) reports should be expedited. Action needs to be on as broad a scale as necessary. A statewide problem should be corrected statewide, and a nationwide problem corrected nationwide. Corrective action limited to the individual items or locations reported is not sufficient.

Where Departmental programs are carried out through agencies of State Governments or other cooperators, I expect them to have effective management and administration, and to assure that this Department's interests are protected. I will expect you to take aggressive action whenever OIG discloses a need for improvement by cooperators or grantees.

I ask that you make my concerns known to your managers and see that a system exists within your agency that will provide prompt and responsive action on all OIG reports.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 21, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

USDA - Federal Cash Management Review

The President's memorandum of November 14, 1977, directed that a comprehensive review be made of the cash management policies, practices and organization throughout the Federal Government. A copy of the President's directive is attached.

We in the Department of Agriculture have been asked by the President's Reorganization Project Staff to participate in this review. I fully support the objectives of this review. I consider this to be not only a chance to further improve the cash management practices of this Department but I also look on this as an opportunity for us to demonstrate to other Federal agencies those areas of improved cash management practices and procedures where we may be leading the field. I have asked Dr. Joan S. Wallace, the Assistant Secretary for Administration, to coordinate the study effort in the Department. The study is tentatively scheduled to get underway no later than mid-April 1978 and is anticipated to take about three months.

Although we will be assisted in the Departmental review by several representatives from the Presidential Reorganization Cash Management Project, Departmental agencies will be expected to provide resources for the study effort.

Dr. Wallace will contact you directly for staff support from your respective agencies. I will expect you to give her your full cooperation by providing personnel that are knowledgeable about your program's financial management systems and procedures.

Attached is a list of possible areas being considered for review. This list, however, may be expanded or contracted if early findings by the review team indicate a need to look at other programs or agencies or to limit or reduce the level of review in certain areas.

I am confident, that with your cooperation, this review will result in improved cash management Department-wide and that we will be able to actually demonstrate some new or innovative cash management techniques to the entire Federal establishment.

Secretary of Agriculture

Attachment

THE WHITE HOUSE

WASHINGTON

November 14, 1977

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: FEDERAL CASH MANAGEMENT

I have directed my reorganization staff, in conjunction with the Treasury Department, to conduct a comprehensive review of cash management policies, practices and organization throughout the Federal government.

The purpose of this effort is to identify further opportunities to apply modern cash management techniques to our massive cash flow. Within the constraints of monetary and economic policy, and building on the continuing work of the Treasury Department, the effort will seek ways to use our cash more efficiently with a view toward reducing Federal debt requirements and interest costs. The study will pay special attention to how effectively the government collects and disburses money, compensates banks and other financial institutions for services, controls cash balances, and provides incentives to make Federal managers more aware of the cash management implications of their decisions.

Representatives of my reorganization staff will contact you. They may ask you for help, advice, staff resources, or to participate in reviewing your own cash management activities. Inasmuch as I consider this to be a major management improvement effort, I trust you will share my enthusiasm and cooperate to the fullest extent possible.

In order to inform all affected parties that this review is underway, I have directed that this memorandum be published in the Federal Register.

Jimmy Carter

USDA - FEDERAL CASH MANAGEMENT REVIEW

1. Cash management practices of USDA agencies using the Treasury Regional Disbursing Office - Letter-of-Credit (RDO-LOC) (Food and Nutrition Service, Forest Service, Food Safety and Quality Service and Science and Education Administration) now in place and operating. (Annual draws about $4 + billions.)

2. Food and Nutrition Service (FNS) Child Nutrition Program pilot project for direct electronic transfer of funds (EFT) to California via the Treasury Financial Communications System. (About $175 million for 9 months 7/1/77 - 3/31/78.) The test has been underway since 7/1/77 - will become fully operational with the signing of a new agreement between FNS and California.

3. Informal proposal that FNS become the pilot Federal agency for Treasury's proposed Letter of Credit - Treasury Financial Communication System to make advance payments for all programs administered through the States of North Carolina, Virginia, West Virginia, Maryland and District of Columbia. This is a completely different pilot/system from the pilot EFT project with California.

4. Review the effectiveness of FmHA's Treasury Loan Disbursement System for distributing funds to borrowers as needed (multi-billion dollars annually). Work with FmHA has begun on this.

5. Joint Farmers Home Administration Treasury study to determine the most effective loan proceed deposit practices.

6. National Finance Center (NFC) payment systems.

7. Billing and collection practices under NFC Centralized Billing and Collection System (approximately $60 million billed and deposited for Federal Grain Inspection Service - grain inspection, Food Safety and Quality Service - meat, poultry and dairy grading; Agricultural Marketing Service - cotton classing and grading services).

8. Forest Service billing and collection practices for timber sales and other revenue generating activities (about $900 million annually).

9. Review REA loan disbursement and collection practices (1978 outlays for electric program about $785 million, telephone program about $250 million).

10. Review use of Commodity Credit Corporation (CCC) sight drafts to make payments for County Office (CO) expenses. Approximately 2500 County offices write CCC sight drafts bi-weekly and deposit funds in local bank accounts to pay office operating expenses (approximately $180 million annually).

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 21, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Director,
Office of Operations and Finance

Effective April 23, 1978, I have approved a new Office of Operations and Finance (O&F) organizational structure that is illustrated on the reverse of this memorandum. I am designating John E. Carson, Acting Director, O&F. The Acting Director is delegated all authorities published in paragraph § 2.75, Federal Register, dated February 13, 1978, and may redelegate as deemed necessary for the effective management of the organization.

Joan Wallace

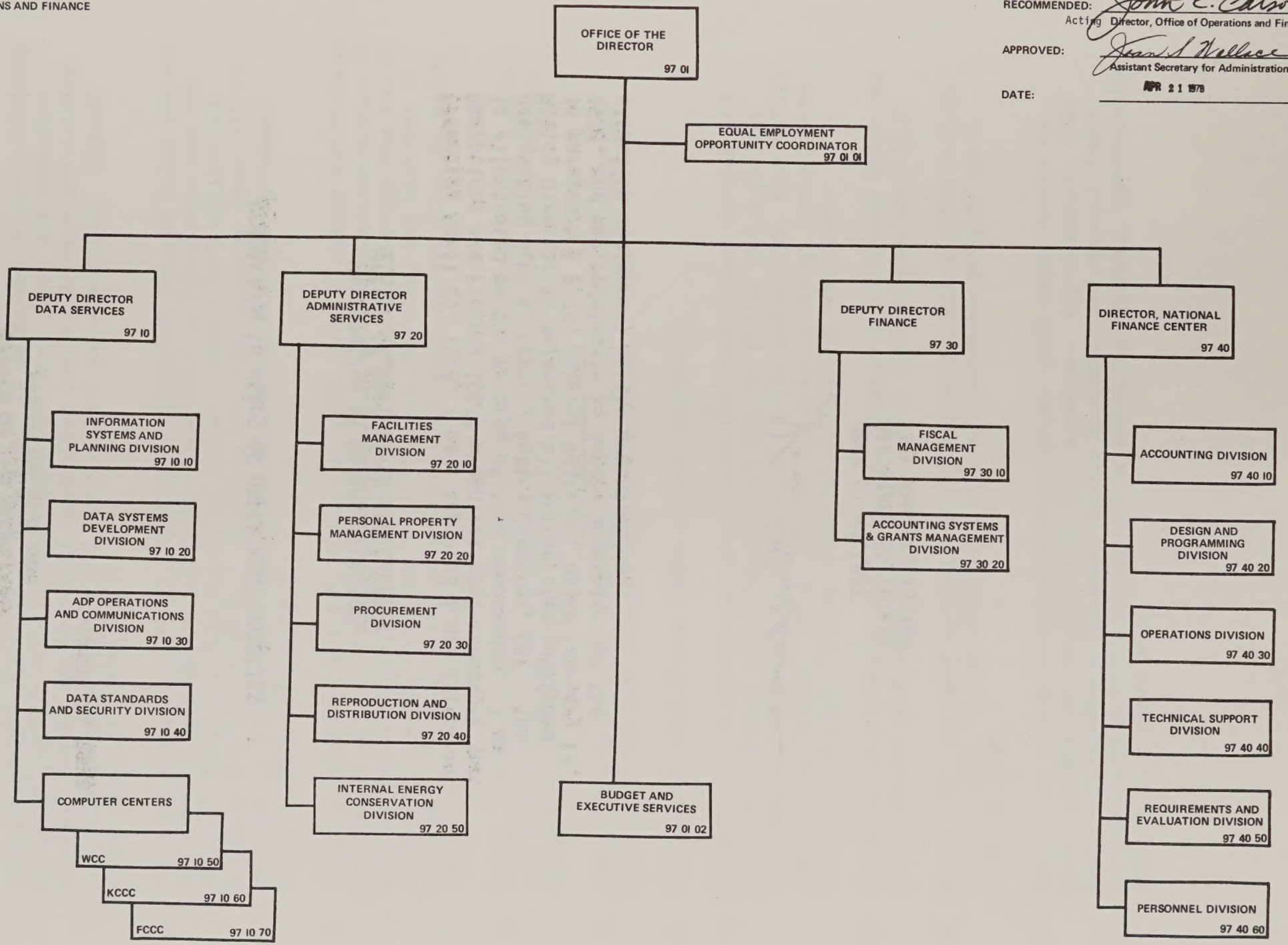
JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF OPERATIONS AND FINANCE

RECOMMENDED: John E. Carson
Acting Director, Office of Operations and Finance

APPROVED: Jean S. Wallace
Assistant Secretary for Administration

DATE: APR 21 1978



The mission of the Office of Operations and Finance is to develop and administer: (1) all automated systems, including Departmental data bases; (2) financial policy and fiscal accounting and payroll functions; (3) policies and procedures with regard to procurement, grants, and agreements; property and facilities; transportation and supply management; and (4) perform consolidated administrative and support activities within the Department.

NEW CHART

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 24, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Department Involvement in International Programs

One of the major objectives of this Administration is the fulfilling of basic human needs in the United States and abroad. Providing adequate food supplies and balanced diets is the key to achieving these goals.

Fulfilling these objectives requires the cooperative efforts of various Government bureaus and agencies. In the international field, both the Public Law 480 and foreign assistance programs represent the major U.S. Government thrusts toward meeting these goals. Although the latter is carried out largely under the auspices of AID, USDA, as the Department with the technical capability and experience in food production, management, and distribution, must play a significant role.

In the past we have worked closely with AID and its predecessor agencies in helping the developing countries improve their food and agricultural systems. Much has been accomplished but much more needs to be done.

Despite severe personnel limitations, I would expect that agencies be as supportive as they can by making their staff and other resources available to help the U.S. Government meet its worldwide commitment to the food deficit countries. In any event, I would expect you to continue your support of these activities at the current level.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 5, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

ADP Hardware Assessment
and Moratorium on Minicomputers

The Department is in the process of major upgrading of its computer centers at this time. Significant technological advances have been achieved by the computer industry over the past few years in developing so called minicomputers. These achievements dictate that the Department of Agriculture assess future goals and responsibilities in satisfying our data processing needs to assure that maximum user service is obtained with the minimum expenditure of USDA scarce resources in dollars and people.

I am therefore directing that a task force be convened under the sponsorship of the Acting Director, Office of Operations and Finance, to evaluate USDA data processing requirements over the next 5 to 10 years, and to recommend a planned course of action for the Department.

The Acting Director, will solicit participation of a representative number of agencies to take part in this study. Because of the importance of the undertaking, I urge your full cooperation and support. Your representatives will be expected to view the issues from both agency and Departmental vantage points.

To avoid any action which may be prejudicial to the outcome of this study, I have directed a moratorium on the acquisition of ADP equipment designed to satisfy needs of individual agencies.

This moratorium includes all "new starts" but excludes previously approved systems or equipment acquisitions that are now in the procurement cycle; i.e., systems or equipment for which RFP's or purchase orders have been released to vendors. Also excluded are data processing devices, of the minicomputer class, designed specifically for data acquisition, data entry or process control functions.

The Task Force is expected to complete its work by July 15, 1978. Decisions relating to pending or future agency acquisitions of ADP systems and equipment will be made as early as possible thereafter.

The moratorium established by this memorandum is effective immediately.

Joan Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 6, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

USDA 1978 U.S. Savings Bonds Campaign

Despite the efforts of many individuals, this year's Campaign has not been as successful as we had hoped. The Department's participation rate on April 21 was 68%, which is the same as it was at the beginning of the Campaign.

I understand one reason for the lack of progress is that several agencies encountered delays in getting instructions and promotional materials to field locations. Consequently, many employees have not yet had the benefits of participating in the Payroll Savings Bonds Program explained to them. Therefore, to insure that all employees understand these benefits and have an opportunity to participate, I am extending the Campaign for one month, through May 31, 1978.

Remember, if you increase the amount you had withheld last year you will receive the same credit as a new contributor.

I am counting on your full support to help make this year's Campaign a success. There is no doubt in my mind that we in the Department can increase our participation in this important program.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 6, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Deputy Assistant Secretary for International Affairs and Commodity Programs

Mr. Elmer K. Klumpp is designated Acting Deputy Assistant Secretary for International Affairs and Commodity Programs for the period of May 8, 1978, to May 12, 1978, inclusive.

Secretary of Agriculture

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 22, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Boards

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the following two Grazing Advisory Boards, for which proper petitions have been received, in accordance with Federal Regulation 36 CFR 222.11:

Payette National Forest Grazing Advisory Board
Targhee National Forest Grazing Advisory Board

Establishment of these Boards becomes effective on the date the first charters are filed with Congress.

The purpose of Grazing Advisory Boards is to give grazing permittees opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

The function of Grazing Advisory Boards is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which each Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which such board is established. Membership is limited to 15 members.

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present and preside over all meetings, with authority to adjourn if in the public interest.

The Boards will expire December 31, 1985, as provided by law, unless terminated prior to that time.

A separate charter for each Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.

Rupert Cutler
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 9, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES CORRECTED

Employment of Handicapped Individuals and Disabled Veterans

Every person has the right to receive equal consideration in obtaining employment for which he or she qualifies, regardless of handicap. In the past year, the Department of Agriculture has conducted an affirmative action program to enhance employment opportunities for handicapped persons, including disabled veterans. We have made some progress, but there is still much to be done.

The Assistant Secretary for Administration has the responsibility for implementing Department policy. The Department Coordinator, Office of Personnel, will provide general program direction. All major organizational units, including all field units with employment authority, shall designate coordinators to insure that program requirements are met.

At this time, I am reaffirming the Department of Agriculture's commitment to carry out the requirements of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (Public Law 93-508). I am confident that I can count on your leadership and support to insure that these requirements are met, and that the Department will have an active, positive program for employment of handicapped persons and disabled veterans.

Carol Tucker Foreman

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 20, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Departmental Strategy for Energy Conservation

Meeting the Nation's energy problems is of the highest priority. The President has addressed this challenge by creating a Department of Energy and a National Energy Plan.

Energy is of particular concern to the Department of Agriculture. We must protect the U.S. capacity to produce food for American and world consumers. This capacity directly depends upon having adequate energy at the right time. But agriculture and forestry, as significant users of energy in our society, must help to reduce the national dependence on scarce fuels.

The National Energy Plan places major emphasis upon energy conservation as a means of reducing dependence on scarce fuels. Each agency of the Federal Government is expected to contribute to energy conservation. The USDA can make a significant contribution, since virtually all USDA programs deal in some way with energy use and conservation.

I am directing that each USDA agency review its programs to determine how they use energy or affect energy use and describe specifically how the agency intends to emphasize energy conservation through its program and internal operations. In the case of programs that affect energy use in the agricultural production sector, each agency should indicate in detail how the agency intends to promote conservation in specific agricultural use categories (field operations, fertilizer production and use, crop drying, etc.).

Please contact the USDA Office of Energy (Room 226-E, Administration Building, Ext. 72455) for further format guidance, and submit your agency's energy conservation review statement to the Office of Energy by c.o.b. July 31, 1978. On the basis of these submissions, the Office of Energy will develop a system for periodic agency reporting and for monitoring of progress in conserving energy as a result of USDA activities.

BOB BERGLAND
Secretary of Agriculture

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OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 28, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation to Act as Secretary of Agriculture

Pursuant to the provisions of Executive Order 11957, January 13, 1977 (42 F.R. 3295), and during my absence and the absence of all other officers of the Department currently designated to act as Secretary, I hereby designate Gordon Cavanaugh, Administrator, Farmers Home Administration, to act as Secretary of Agriculture on Friday, July 28, 1978.

Secretary of Agriculture

USDA ESCS 1
DEPUTY ADMINISTRATOR
~~FOOD & FIBER ECON~~
450A GHI BLDG

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 31, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Board

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the Modoc National Forest Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

The function of the Grazing Advisory Board is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which the Board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present and preside over all meetings, with authority to adjourn if in the public interest.

The Board will expire December 31, 1985, as provided by law, unless terminated prior to that time.

A separate charter for the Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 1, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Boards

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the Malheur National Forest Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

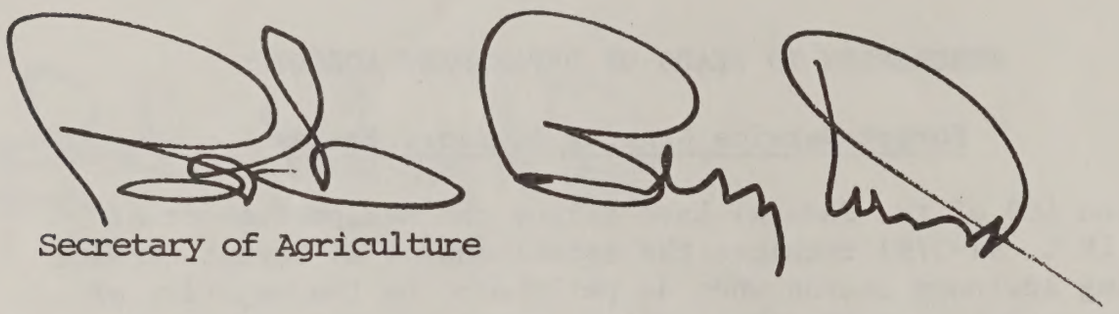
The function of the Grazing Advisory Board is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which the Board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present and preside over all meetings, with authority to adjourn if in the public interest.

The Board will expire December 31, 1985, as provided by law, unless terminated prior to that time.

A separate charter for the Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 4, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Boards

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the Nezperce National Forest Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

The function of the Grazing Advisory Board is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

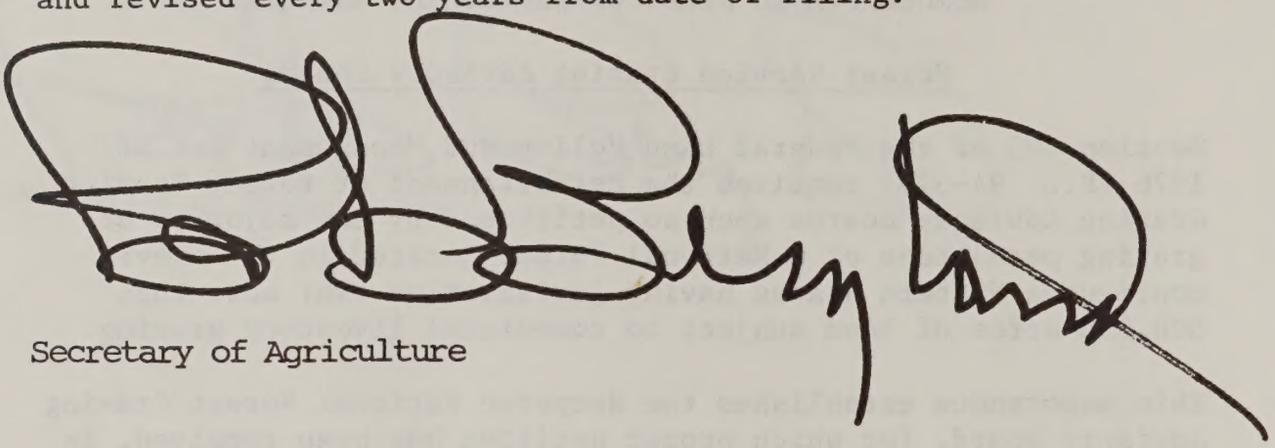
In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which the Board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present and preside over all meetings, with authority to adjourn if in the public interest.

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

The Board will expire December 31, 1985, as provided by law unless terminated prior to that time.

A separate charter for the Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

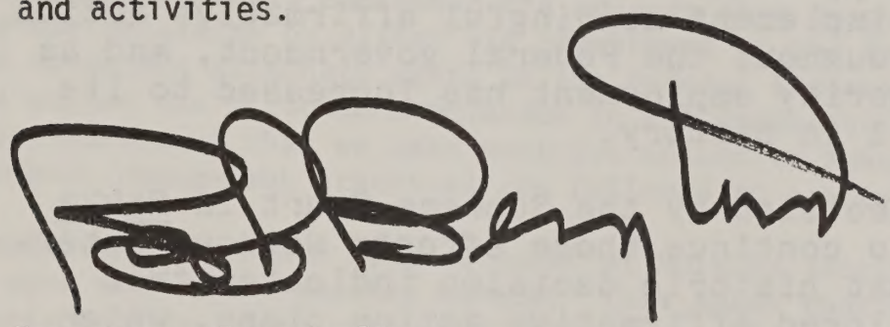
August 17, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Affirmative Action Equal Opportunity

Following the decision of the Supreme Court in Regents of the University of California v. Bakke, President Carter has stated that affirmative action equal opportunity programs throughout the Federal government should be continued without interruption.

I hereby reaffirm my personal commitment to equal opportunity for all persons regardless of race, color, sex, religion, national origin, age or handicap in the programs and activities of the Department of Agriculture. I ask each of you to join me in this effort and I direct all managers and supervisors to vigorously develop, implement and enforce affirmative action in your programs and activities.



Secretary of Agriculture

THE WHITE HOUSE

WASHINGTON

July 20, 1978

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

Since my Administration began, I have been strongly committed to a policy of affirmative action. It is through such programs that we can expect to remove the effects of discrimination and ensure equal opportunities for all Americans.

With your help, this Administration has been able to develop and implement meaningful affirmative action programs throughout the Federal government, and as a result minority employment has increased to its highest level in history.

The recent decision by the Supreme Court in Bakke enables us to continue those efforts without interruption. That historic decision indicates that properly tailored affirmative action plans, which provide minorities with increased access to federal programs and jobs and which are fair to all Americans, are consistent with the Civil Rights Act of 1964 and with the Constitution.

I want to make certain that, in the aftermath of Bakke, you continue to develop, implement and enforce vigorously affirmative action programs. I also want to make certain that the Administration's strong commitment to equal opportunity and affirmative action is recognized and understood by all Americans.

Jimmy Carter

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 21, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Control of Year-End Buying

The Department of Agriculture has a longstanding policy to closely control "year-end purchasing." The policy outlined in Section 4-4.5099b of the Agriculture Procurement Regulations states:

> "It is the Department's policy to insure that the same test of need is applied for proposed expenditures at or near the close of the fiscal year as at the beginning or at any other time during the year. No unnecessary expenditure of year-end balances of funds (which would otherwise revert to the Treasury) for supplies, materials, etc., shall be authorized."

The President recently expressed his concern that uncontrolled year-end buying may undermine or offset his commitment to the American people to reduce costs and eliminate waste in the Federal Government. Consequently, he has issued the attached memorandum to all Executive Departments and agencies directing that we take positive action to insure that prudent procurement management practices are followed to achieve these goals.

The President has made a special point of holding fourth quarter obligations to no more than third quarter levels. This means that any fourth quarter increases must be supportable and fully justified consistent with established Departmental policy.

I concur in the President's efforts to control unnecessary fourth quarter expenditures. I will expect you to bring this matter to the attention of your responsible program and procurement managers to assure that the President's and existing Departmental policy is carried out.

Secretary of Agriculture

Attachment

THE WHITE HOUSE

WASHINGTON

July 19, 1978

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

As I did at the end of last fiscal year, I again ask you to help me make sure we continue to use funds wisely. Prevention of unneeded or unwise Federal Government spending is more important than ever in this time of high inflation. Please, therefore, tell your staff not to spend or obligate funds for the sole or even primary purpose of keeping them from lapsing.

Nor should they speed up spending to avoid a shortfall that would occur solely, or even primarily, because earlier outlay estimates were too optimistic. Funds should be used only for clear and desirable program purposes.

Please issue instructions assuring that:

-- obligations for the fourth quarter of the fiscal year are no higher than for the third quarter, except where seasonal requirements, essential program objectives, or procurement lead-times justify a higher level, or where more money is needed to restore program slippages to approved levels;

-- orders for supplies, materials, and equipment are no more than needed to meet approved program needs;

-- purchases are managed so that inventories do not exceed optimal levels;

-- contracts for goods or services (for delivery extending into the next fiscal year) are let only when doing so will result in lower cost to the Government; and

-- no purchases are made to compensate for what otherwise would be an outlay shortfall. Resist the temptation to buy and pay for lower priority items to make up for over-optimistic outlay estimates.

I count on your full cooperation and personal attention to save the taxpayers as much money as possible.

Jimmy Carter

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 22, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Standardization of Account Codes at the Departmental Computer Centers

The Department is experiencing both an increased internal and external demand for data related to the data processing services performed within the Departmental Computer Centers (DCC's). There are several factors involved in this growing demand:

- The increasing burden placed on user Agencies to provide OMB, Congress, GAO and GSA with workload data and projections in terms of Departmental programs and functions.

- Specifically, the requirements of the House Subcommittee on Appropriations (ADP Explanatory Notes) for budgetary data concerning automated data processing (ADP) work done for Agencies by DCC's.

- The need for standardized accounting across all DCC's to ensure a single user accurate and consistent ADP expenditure data from each DCC.

These requirements necessitate a standardized method for collecting such data. I am, therefore, authorizing the standardization of ADP accounting codes at the DCC's to be coordinated by the Acting Deputy Director, Data Services.

The Acting Deputy Director will inform all Agency Senior ADP Managers of the new coding format policies and procedures. Because of the significance and urgency of this effort, I urge your full cooperation and support. The target date for completion of all related conversion efforts by DCC's and user Agencies is October, 1978.

Joan S Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 1, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Federal Water Policy Initiatives

Last year, the President directed that a comprehensive review of Federal water policy be made, and that proposed reforms be recommended. We participated in this review which was led by Secretary Cecil Andrus and the Water Resources Council, the Office of Management and Budget and the Council on Environmental Quality.

Last June, after the review was completed, the President sent to the Congress a comprehensive statement on the new water policy of the Administration. A series of water policy initiatives were specified in his message to Congress.

These water policy initiatives are designed to make the Federal government's water programs more efficient and responsive in meeting the Nation's water-related needs. They build on existing statutes and on the Principles and Standards which govern the planning and development of Federal water projects. They enhance the role of the States, where the primary responsibilities for water policy must lie. The Federal government will work with State and local governments and exert needed national leadership in the effort to conserve water. These policy reforms will encourage water projects which are economically and environmentally sound and will avoid projects which are wasteful or which benefit a few at the expense of many.

The primary focus of these initiatives is on the water resources programs of the Corps of Engineers, the Bureau of Reclamation, the Soil Conservation Service and the Tennessee Valley Authority. In addition, a number of Federal agencies with water-related responsibilities, including several in USDA, will be affected by this water policy.

The President has asked Secretary Andrus to take the lead responsibility to see that these initiatives are carried out promptly and fully. With the assistance of the Office of Management and Budget and the Council on Environmental Quality, he will be responsible for working with the other Federal agencies, the Congress, State and local governments and the public to assure proper implementation of this policy and to make appropriate recommendations for reform in the future.

The President has recently issued a series of memoranda directing the implementation of these water policy initiatives. I have asked Assistant Secretary Rupert Cutler to take the lead responsibility to see that the initiatives affecting USDA programs are carried out promptly and fully. He will be assisted by the Office of Budget, Planning and Evaluation, the Office of Environmental Quality, and the Office of the General Counsel. In this capacity, he will work with and through the other general officers in coordinating the Department's overall response to the President's directives and will represent the Department in assisting the Secretary of the Interior, the Office of Management and Budget and the Council on Environmental Quality in their task of assuring proper implementation of this policy and to make appropriate recommendations for reform in the future.

The responsibility for specific water-related activities has been assigned to other general officers, who will coordinate their assignments with Dr. Cutler. The Assistant Secretary for Rural Development has the task of organizing and coordinating a review of housing assistance programs and a review of municipal water supply and wastewater treatment programs with respect to water conservation measures. The Assistant Secretary for International Affairs and Commodity Programs has the task of reviewing agricultural assistance programs to develop actions to discourage over-extension and water depletion in water short areas. The Director of Economics, Policy Analysis and Budget has the task of reviewing water program and project planning and evaluation procedures with a view towards improvements. In addition to lead responsibility for the entire effort, Rupert Cutler has the specific tasks of assessing our responsibilities on non-structural alternatives to flood control, water conservation and flood plain management in Federal programs, conservation pricing and environmental quality in water resources management.

Unresolved issues in connection with the implementation of the President's directives, if any, will be brought before the Program and Budget Review Board for resolution.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 13, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Grade Reduction Targets

Departments and executive agencies are required by revised Office of Management and Budget (OMB) Circular No. A-11, section 22.5, to include proposed occupational grade reduction targets with their annual budget requests. This is a formalization of the program for monitoring, evaluating, and controlling increases in the average grade of full-time permanent employees in specific General Schedule occupations within executive branch agencies initiated by OMB Bulletin No. 77-11.

Examination of the data in the Report on Change in Average Grade for this Department indicates the cost of the present grade distribution pattern for the following occupational series, common to most agencies, is significantly higher than the comparative cost if the grades of employees were distributed in accordance with the Department's March 1974 pattern and/or the present Government-wide pattern:

GS-110 Economist
GS-312 Clerk-Stenographer and Reporter
GS-318 Secretary
GS-322 Clerk-Typist
GS-334 Computer Specialist
GS-341 Administrative Officer
GS-343 Management Analysis
GS-510 Accounting
GS-560 Budget Administration
GS-1081 Public Information

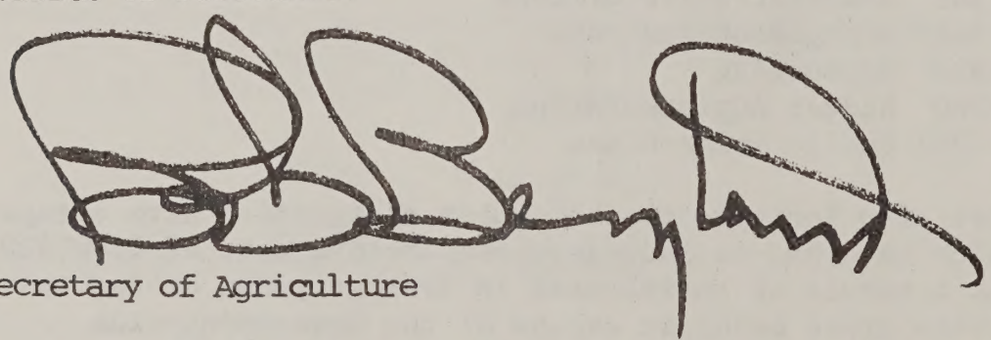
Data in the Report also indicate that a number of agencies have occupational series which have had an increased comparative cost of $200,000 or more either as a result of an increase in average grade or due to the agency's average grade being in excess of the Government-wide average during the period between March 1974 and March 1978.

Each agency is responsible for determining whether grade reduction targets are needed for the above-mentioned occupational series and any others identified by the agency as having the greatest rate of increase in average grade, cost impact, or long range potential for savings. For each such series, the agency will make the determinations listed in section 22.5 of OMB Circular No. A-11. As indicated in section 22.5, not all occupational series identified will require targets; however, a full explanation should be given for not establishing them. Proposed grade reduction targets and implementation plans should be submitted, in the attached format, to the Office of Personnel by no later than the close of business on October 9, 1978.

The Office of Personnel will compile the data received from the agencies, analyze the grade reduction targets and implementation plans, and prepare the Department's proposed average grade targets. These targets will then be provided to the Office of Budget, Planning and Evaluation for submission to OMB. The OMB will review and approve the Department's grade reduction targets in conjunction with the normal budget process. Agencies will be informed of the targets approved by OMB as they are received.

The Office of Personnel will review the semiannual average grade reports from the Civil Service Commission to determine progress toward established goals and the need for new or revised targets in those occupational series identified as needing attention. Copies of the Report on Change in Average Grade for the Department as of March 1978 are being furnished to agencies separately.

Inquiries concerning this memorandum should be addressed to the Office of Personnel.



Secretary of Agriculture

Attachment

(Agency Title)

Proposed Grade Reduction Targets for 1980

Series Code	Classification Title	Agency Title (If Different)	Present Average Grade	Targets FY 1979	FY 1980	FY 1981
343	Management Analyst	- -	11.46	11.39	11.16	10.85

Detail of positions from which average grade is computed

Current Grade Structure: GS Grade	Number in Grade			1979 Estimate: GS Grade	Estimated Number in Grade			1980 Estimate: GS Grade	Estimated Number in Grade			1981 Estimate: GS Grade	Estimated Number in Grade		
13	x 1	=	13	13	x 1	=	13	13	x 1	=	13	13	x 1	=	13
12	x 8	=	96	12	x 7	=	84	12	x 6	=	72	12	x 4	=	48
11	x 2	=	22	11	x 3	=	33	11	x 3	=	33	11	x 4	=	44
9	x 2	=	18	9	x 2	=	18	9	x 3	=	27	9	x 4	=	36
	13		/149		13		/148		13		/145		13		/141
		=	11.46 average grade			=	11.39 average grade			=	11.16 average grade			=	10.85 average grade

Implementation Plans

(Explanation of reduction in average grade shown above.)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 13, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Board

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the Challis National Forest Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

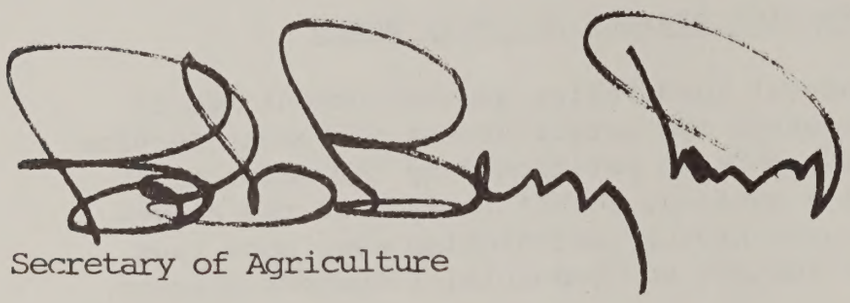
The function of the Grazing Advisory Board is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which the Board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present and preside over all meetings, with authority to adjourn if in the public interest.

The Board will expire December 31, 1985, as provided by law, unless terminated prior to that time.

A separate charter for the Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 25, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Utilizing CETA Resources to Support National Objectives

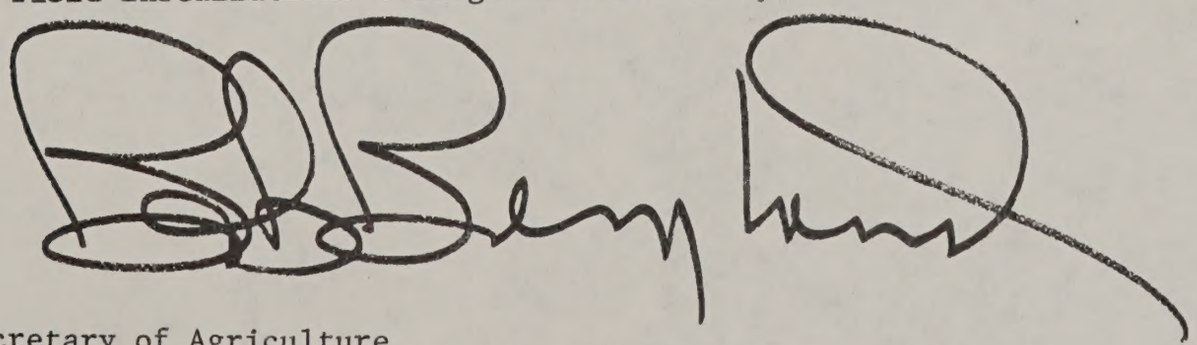
The Department of Agriculture has been utilizing enrollees under the Comprehensive Employment and Training Act (CETA) since its enactment in 1973. Enrollees have received training in various program areas such as rural housing, human resources, and agricultural research.

The purpose of CETA is to provide job training and economic opportunities for economically disadvantaged persons which will lead to maximum employment opportunities. Federal Agencies are authorized to host CETA enrollees by providing work, training, projects and on-site experience on tasks involving an Agency's mission. Salaries of enrollees are paid by prime sponsors such as State and local governments, with funds distributed by the Department of Labor.

The Department of Labor is exploring ways to assist the CETA system by encouraging the utilization of CETA resources to support national objectives and improve the quality of public service jobs. The Secretary of Labor has asked our assistance in identifying Agency missions and objectives which could be effectively furthered through additional manpower, and to inform State and local agencies and grantees about opportunities for expanding services and activities through the use of CETA funded manpower.

This joint effort with the Department of Labor will provide job options to State and local government officials, program support, and strengthen the quality and maximize fund usage of USDA programs and CETA.

I support the use of manpower resources under CETA. I urge each of you to confer with the Assistant Secretary for Employment and Training, Department of Labor, Ernest G. Green, and his staff, to discuss effective means for further utilization of CETA resources, not only at the national level, but at field installations throughout the country.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 25, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

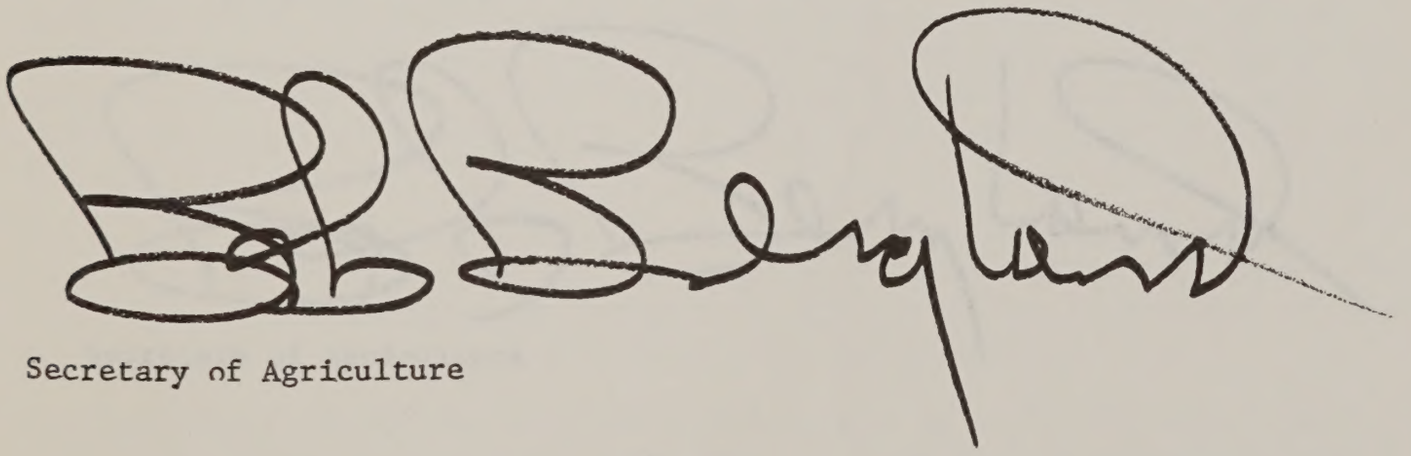
National Employ the Handicapped Week
October 1 - 7, 1978

The week beginning October 1, 1978, has been proclaimed as National Employ the Handicapped Week.

President Carter has directed that the concerns of disabled people be dealt with throughout the Federal sector. These concerns cover many areas: education, housing, employment, architectural barriers, transportation - in short, every facet of public life. For too long, handicapped people have had to rise above discrimination to claim their rights as citizens. Finally, the law now mandates that handicapped people be accorded equal rights and privileges. We can no longer ignore the capabilities of these talented and skillful citizens.

It is our responsibility to become models in employment outreach, in hiring and promotion practices, in eliminating all barriers that prevent handicapped people from taking their rightful place in society.

I urge you to join with me in observing National Employ the Handicapped Week by renewing your pledge to expand employment and promotion opportunities for all handicapped persons in the Department of Agriculture.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 25, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Employment of Vietnam Era Veterans and Disabled Veterans

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (Public Law 93-508) requires all Federal Agencies to maximize employment and job advancement opportunities for veterans of the Vietnam Era and disabled veterans.

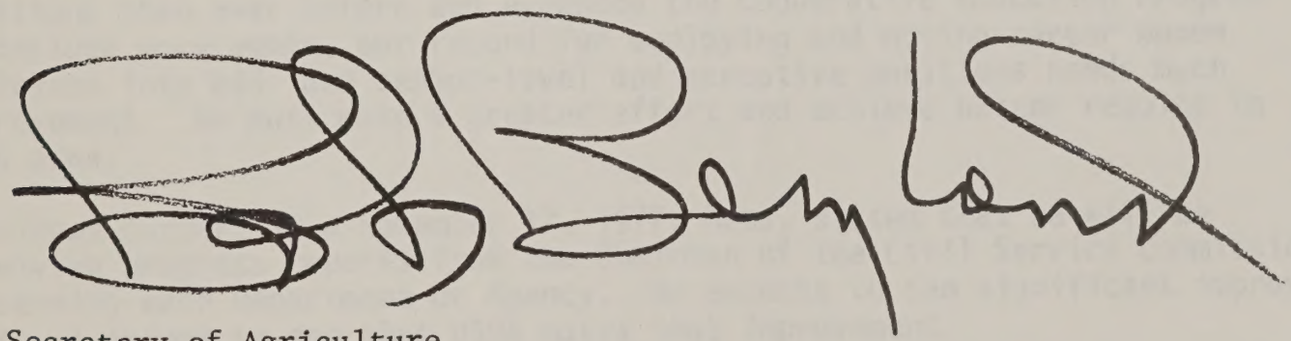
Although the Department of Agriculture has made some effort to employ Vietnam Era Veterans and disabled veterans, statistics indicate that significant progress has not been made in this area. However, the unemployment rate among this group continues to be exceedingly high.

I am in complete support of the policy expressed in the Law, and believe we must take positive steps to improve our efforts. I ask each of you to:

Reaffirm your interest in assisting Vietnam Era Veterans and disabled veterans to get jobs;

Issue policy statements emphasizing support for an affirmative action program to provide jobs in your Agency, and to make maximum use of the Veterans' Readjustment Authority; and

Review and evaluate on a regular basis activities within your Agency to assure that the requirements of the Public Law and affirmative action program are implemented.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 25, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

The Federal Women's Program

The Federal Women's Program (FWP) began with Executive Order No. 11375, issued in October 1967, which first prohibited discrimination in Federal employment on the basis of sex. It was strengthened by Executive Order No. 11478, issued in August 1969, which integrated the FWP with the total EEO Program and introduced the concepts of upward mobility and affirmative action.

The EEO Act of 1972 established a statutory base for enforcement and provided access to the courts in discrimination complaints.

USDA's progress in the FWP during the intervening years has been very slow. We still lag far behind Government-wide statistics in the percent of women in GS-9 through GS-12. In these grades, USDA has only 7.2 percent women compared to 22.5 percent Government-wide as of 1977. We are also far behind Government-wide figures in the overall percent of women employees, as well as in the percent of women in grades GS-13 through GS-16. We have increased only .4 percent from 3.3 percent in 1975 to 3.7 percent in 1977 in these grades. We have no women in grades GS-17 and GS-18.

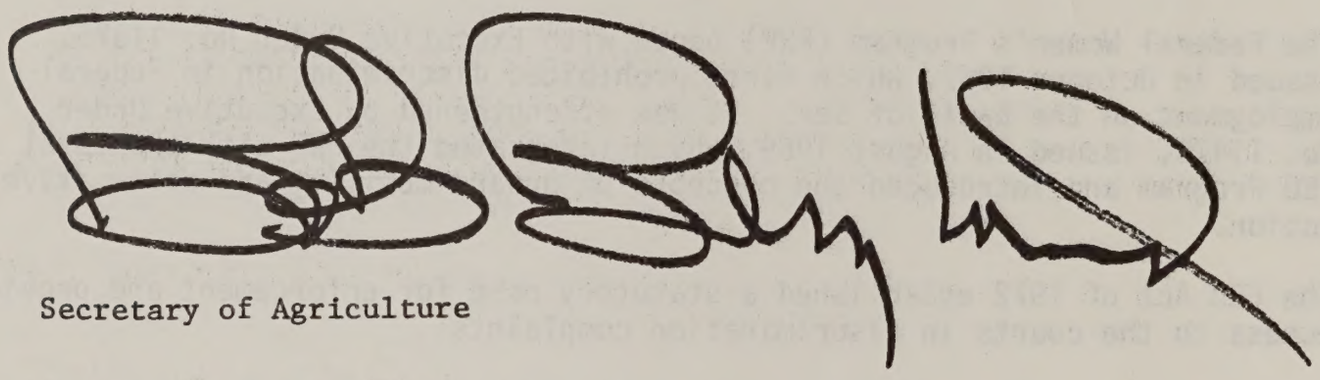
Although we have, in the past year, appointed more women to top level policy positions than ever before and expanded the Cooperative Education Program to include more women, our record for employing and moving career women employees into mid- and senior-level and executive positions needs much improvement. We must make a greater effort and achieve better results in this area.

President Carter, in a November 17, 1977, memo, stated that he will be receiving progress reports from the Chairman of the Civil Service Commission concerning each Department or Agency. He expects to see significant improvement. I intend to see that USDA makes that improvement.

New and innovative initiatives and programs must be utilized, within merit principles, to provide greater opportunity for women already employed and to recruit more women, particularly in nontraditional areas. I expect

the full and active cooperation of all managers in promoting opportunities for women, including the establishment of specific numerical goals and timetables for each agency and office staff. We must also provide experiential and training opportunities to enable them to achieve satisfying and rewarding careers and to work up to their potential.

The President also stated his concern with reference to older women and minority women. I share that concern and expect your commitment in these areas as well as the other areas identified.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 27, 1978

MEMORANDUM TO THE HEADS OF DEPARTMENT AGENCIES

Guidelines for Impact Analyses and Environmental Impact Statements

Secretary's Memorandum 1955 establishes Impact Analysis as a requirement for decisionmaking in USDA. It is one of the measures for implementing the President's Executive Order 12044 on Improving Government Regulations.

The purpose of the memo is to clarify the relationship between Impact Analyses and Environmental Impact Statements (EIS) required by the National Environmental Policy Act (NEPA).

Impact Analyses and the NEPA process both require assessment of economic and social impacts. Since the NEPA process provides a comprehensive analysis, it can provide the information necessary for social and economic review. It is our policy that the common analytic requirements for the EIS and Impact Analyses Statements be blended into a single effort to serve both processes. Environmental assessments or environmental impact statements should include the complete analysis required for the impact analysis and may either be used to substitute for or to provide the information to be incorporated into the impact analysis statement. We do not want duplication of paperwork.

We have a great need in this Department to strengthen and improve the quality of both our economic and environmental analysis and to present the decisionmaker with real alternatives or options which are carefully evaluated. Our mutual intention is to upgrade both kinds of analyses.

The Council on Environmental Quality is publishing new regulations to improve the implementation of the National Environmental Policy Act. The thrust of the new regulations is to make the Environmental Impact Statements process more useful to the decisionmaker. At that time, we will incorporate other impact analyses requirements into NEPA procedures. Thus, the EIS, when prepared, will include the complete analysis needed by decisionmakers. In the interim, agencies should work toward meeting these requirements.

Barry R. Flamm, Coordinator, Office of Environmental Quality Activities (ext. 73965) and Linley Juers, OBPE, as Coordinator of Policy Analysis and Public Participation (ext. 76667) have responsibility for coordinating the requirements for the EIS processes and Impact Analyses respectively. Their staffs are also available for technical assistance.

M. RUPERT CUTLER
Assistant Secretary
Conservation, Research, and Education

HOWARD W. HJORT
Director, Economics,
Policy Analysis and Budget

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 6, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

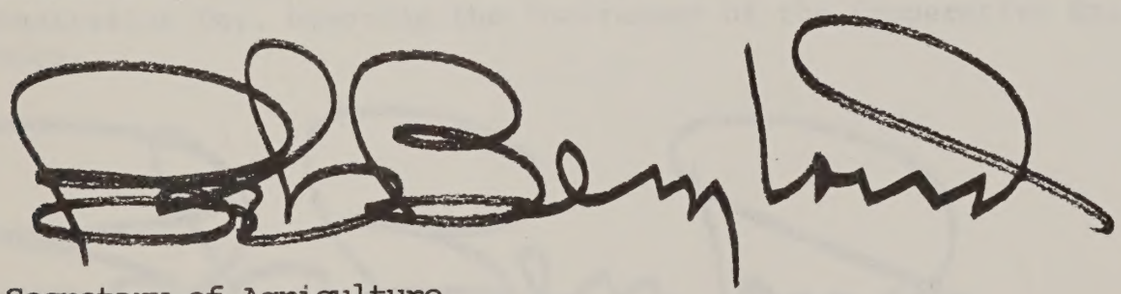
Control and Reduction of Travel

This Administration has a continuing concern regarding the level of administrative costs requested by agencies to carry out their programs. A major item in these administrative costs is travel, which amounts to an estimated $140 million in USDA for fiscal year 1979.

During the past few weeks the Program and Budget Review Board has been reviewing agency budget requests. As a result of this review, we have concluded that travel costs can and should be reduced.

I have, therefore, directed all Assistant Secretaries to significantly reduce travel levels in all agencies for fiscal years 1979 and 1980.

The Office of Operations and Finance will be responsible for monitoring travel costs and will issue detailed instructions immediately.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 6, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

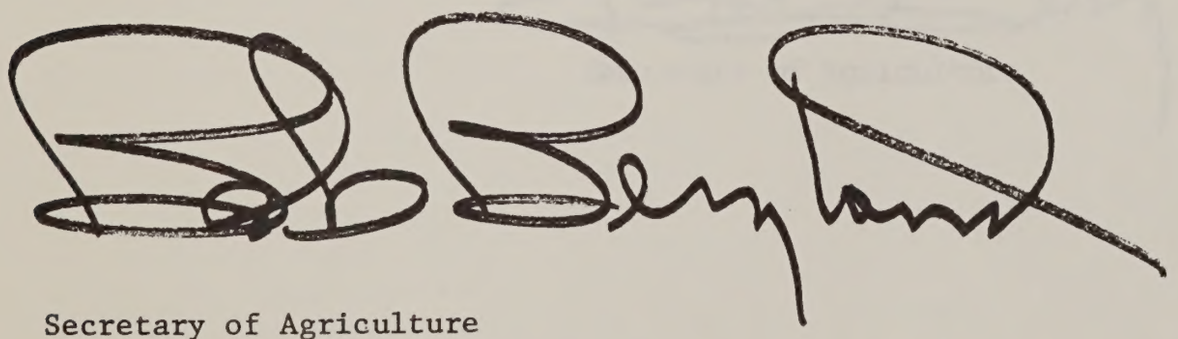
75th Anniversary Farm Demonstrations

Seventy-five years ago on a farm near Terrell, Texas, a unique system of education began in this country. Dr. Seaman A. Knapp, a special agent for the U.S. Department of Agriculture, showed a small group of cotton farmers that a more varied farming pattern could be profitable. Out of this first Farm Demonstration Day grew the nationwide Cooperative Extension Service.

Dr. Knapp's philosophy of education remains the foundation of Extension work: "What a man hears, he may doubt; what a man sees, he may possibly doubt; but what a man does himself, he cannot doubt."

Today, county agents and other extension specialists provide people with practical information not only on farming but on such subjects as conservation, home economics and nutrition, community and rural development, and gardening. Hundreds of thousands of young people participate in 4-H projects.

The County Agent system serves urban and suburban people as well as those who live and work on the Nation's farms and ranches. All Americans are invited to observe Thursday, October 12, 1978, as Farm Demonstration Day, honoring the forerunner of the Cooperative Extension Service.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 16, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting General Counsel

Effective October 22, 1978, Mr. Norman Plotka is designated to serve as Acting General Counsel until appointment of a new General Counsel.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 30, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

International Year of the Child

As you are aware, 1979 has been designated by the United Nations as the International Year of the Child (IYC). In connection with this, April 14, 1978, President Carter issued Executive Order 12053, establishing a National Commission for the International Year of the Child. Chaired by Jean (Mrs. Andrew) Young, the Commission is composed of 29 persons from many walks of life who are interested in protecting the rights and promoting the welfare of children.

I would like to reiterate my own support of the International Year of the Child. Late last year I appointed Dr. Quentin M. West, Special Assistant for International Scientific and Technical Cooperation, to coordinate USDA's participation in the program on an inter-agency level. Since that time, the Departmental agencies have named representatives to coordinate the respective roles of their agencies, and a number of activities have taken place and are planned.

Because the Department is widely represented throughout the States, I would also like to see a heightened awareness of children's needs carried to our regional offices. I understand that some agencies have already named State representatives to implement IYC activities in the regions.

So that there can be a central contact point in each State for the dissemination of information and materials relating to IYC, as well as to coordinate USDA State programs, I am requesting that the State Cooperative Extension Services take the lead to coordinate efforts on the International Year of the Child with the USDA agricultural agencies in the States.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 30, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

USDA Cash Management Review

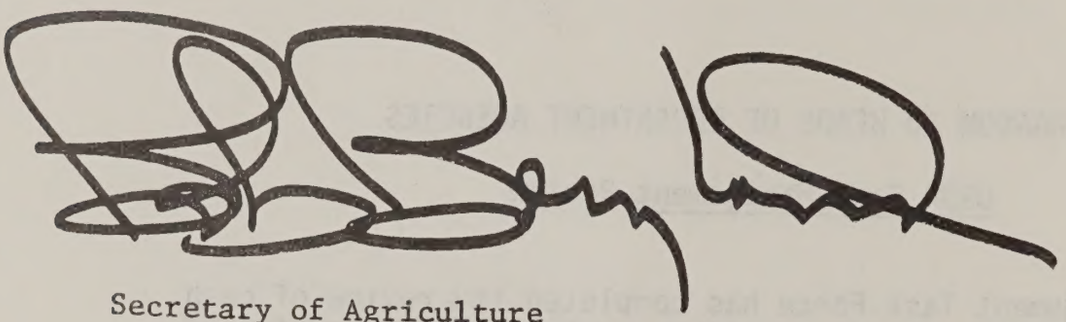
The USDA Cash Management Task Force has completed its review of cash management practices and procedures within certain major agencies of the Department. I was pleased to report to the President that interest costs to the Government were lower in fiscal year 1978 by $16.9 million, because of programs implemented or decisions made by Departmental agencies since January 1977. Further, interest costs are expected to be reduced by $30.3 million annually if we can fully implement the recommendations of the Task Force report.

The report indicates that, in most cases, Departmental agencies are doing a good job of managing their cash flow. Some of the most significant cash management achievements noted in the report are the entire financial operations of the Commodity Credit Corporation and the Rural Electrification Administration, the Farmers Home Administration Loan Disbursement system, the processing of receipts by the Forest Service, and the Electronic Funds Transfer System (EFTS) that Food and Nutrition Service has established with the State of California. Also, the National Finance Center's travel advance control system could serve as a model for other Government agencies.

At my direction, the Assistant Secretary for Administration has assigned ongoing responsibility to the Office of Operations and Finance (O&F) to continue the work begun in the initial review. O&F will follow-up on the recommendations contained in the Departmental report which was made available to you earlier. The Office of Operations and Finance will also be conducting other reviews as necessary in those agencies not covered by the initial study effort.

You will be asked for financial management resource personnel familiar with your agency's cash management practices and procedures to aid in our future efforts. I know I can count on you to provide continuing strong support.

We have a great deal to be proud of in the area of cash management. I am asking each of you to take an active interest in the cash management functions within your agencies so that we can build on our previous accomplishments.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 30, 1978

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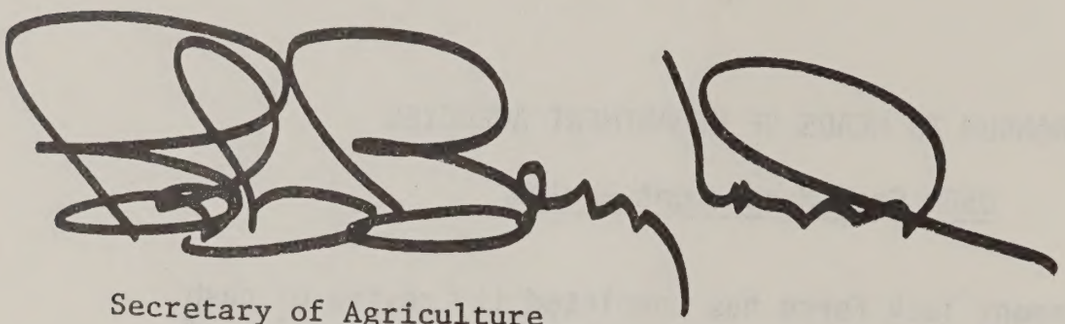


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 31, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Career Development for EEO Specialists

Federal Personnel Manual Letter 713-16 of February 26, 1971, emphasized to Federal Department Heads the importance of "Training and Orientation in Personnel Administration for Equal Employment Opportunity Staffs." It suggested rotational assignments of EEO staff to various personnel functions as well as formal classroom training.

In a memorandum to Federal Department Heads dated January 11, 1978, the Chairman of the Civil Service Commission reemphasized the importance of such training and set forth a policy to encourage the development of cross-training programs for employees in personnel and EEO fields, including managers of the Federal Women's and Hispanic Employment special emphasis programs.

The Chairman urged Department Heads to "take immediate steps to provide formal career development plans for employees engaged in EEO work" and "to provide onsite working experience in EEO" for personnel specialists. An attachment to the Chairman's memorandum contains guidelines on career development for EEO specialists.

In addition, CSC Bulletin Number 713-50 of June 12, 1978, requires that EEO affirmative action plans for 1979 include a report of plans, activities, and accomplishments pertaining to such career development.

Accordingly, USDA managers and supervisors should assure that the intent of the memorandum as well as the guidelines and the instructions in the FPM Letter are carried out.

Copies of the memorandum, guidelines, training agreements, and CSC Bulletin may be obtained from Departmental and Agency Personnel offices.

Equal Employment Opportunity is an essential part of good personnel management. Implementation of these kinds of training programs should improve the quality of personnel management in a more versatile and unified personnel team and at the same time provide expanded career opportunities for members of that team.

Joan S. Wallace

JOAN S. WALLACE
Assistant Secretary for Administration
and
Director, Equal Employment Opportunity

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 3, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Los Padres National Forest Grazing Advisory Board

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the Los Padres National Forest Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

The function of the Grazing Advisory Board is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which the Board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present with authority to adjourn the meetings if in the public interest.

The Board will expire December 31, 1985, as provided by law, unless terminated prior to that time.

A separate charter for the Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.

Carol Tucker Foreman

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 8, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

ADP Hardware Assessment
and Moratorium on Minicomputers

I have reviewed the Task Force report "Assessment of USDA Data Processing Requirements, 1978-1985." The report recommends broadening present USDA concepts to take full advantage of available ADP technology. As developed by the Task Force, this would provide a distributed processing network capability for agencies whose missions require this approach. When well thought out and well planned, this offers a reasonable basis for improving the Department's overall ADP capability.

The Task Force was chaired by the Office of Operations and Finance with a representative from at least one agency under each Assistant Secretary. The agencies represented were APHIS, ASCS, ESCS, FmHA, FS, FSQS, SCS, and SEA.

Two recommendations of the Task Force are directly related to the current moratorium on the acquisition of minicomputers. They are:

1. Rescind the moratorium on ADP equipment acquisitions required to meet the needs of individual agencies; and

2. Establish a requirement for the development of Five-Year ADP Plans which will satisfy support requirements for agency programs. These plans should be developed at both Departmental and Agency levels.

Taken in concert, these recommendations are valid and provide a sound basis for determining future ADP needs. The first, however, cannot occur without the second. Recognizing that the development of meaningful Five-Year Plans will take time, I am rescinding the moratorium on a case-by-case basis.

Initially Five-Year Plans need only address the first two years for projected acquisitions with obvious emphasis on FY 1979. These must reflect the agency's long range plans for satisfying its ADP requirement including plans of how the agency proposes to manage information flows in a distributed environment for data accumulated or developed at lower levels of organization.

More detailed guidelines for preparing agency Five-Year Plans will be developed in the immediate future. I have instructed the Acting Director, Office of Operations and Finance, to begin this task immediately. He will be looking for your participation and support.

Meanwhile, agencies that have established needs for the next two years should review them against the intent of this memorandum and submit their requirements at the earliest possible date.

Joan S. Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 14, 1978

MEMORANDUM TO HEADS OF DEPARTMENTAL AGENCIES

Working Capital Fund Activities

The House report on the Agriculture, Rural Development and Related Agencies Appropriations Bill, 1979, requires that each agency receiving services through the Working Capital Fund request such services in writing, receive an estimate of the cost of the services, and agree on the final amount which is to be paid. No agency is required to participate in the costs of a Working Capital Fund activity which the Agency Administrator does not believe will benefit his programs.

The Law which established the Working Capital Fund authorizes the Secretary, with the approval of the Director of the Office of Management and Budget, to use the fund for services which he determines may be provided more advantageously as central services. It further provides that such central services shall, to the fullest extent practicable, make unnecessary the maintenance of separate like services in the agencies and offices of the Department, 7 U.S.C. 2235.

In order to comply with the House directive and to avoid the unnecessary maintenance of separate like services, as required by law, the following procedure will be followed with regard to 1979 Working Capital Fund Activities:

-- By December 11, you should submit in writing a request to me for a continuation of the services provided through the Working Capital Fund.

-- The 1979 Working Capital Fund operating budgets have been approved by me, and will be presented to the Management Council for review.

-- The Management Council review shall constitute an agreement for the services to be provided and the cost of these services. Significant changes in costs or agency requirements will have to be resubmitted to me for approval.

We will continue to evaluate the Working Capital Fund activities on an ongoing basis to insure that these centralized services are provided at the lowest possible cost without sacrificing quality.

Charles A Bowsher

For Joan S. Wallace
Assistant Secretary for Administration

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 20, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Uinta National Forest Grazing Advisory Board

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the Uinta National Forest Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

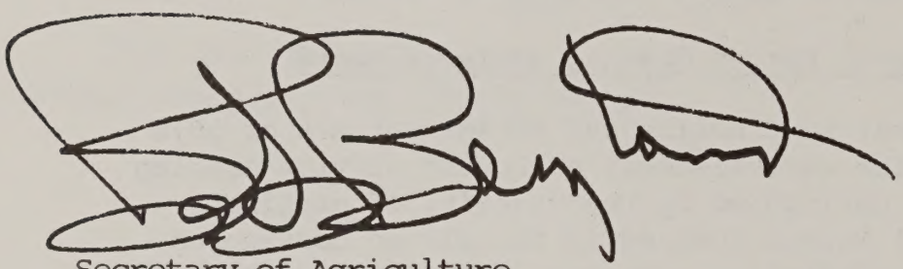
The function of the Grazing Advisory Board is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which the Board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present with authority to adjourn the meeting if in the public interest.

The Board will expire December 31, 1985, as provided by law unless terminated prior to that time.

A separate charter for the Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

GTON, D. C. 20250

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

2

November 28, 1978

MEMORANDUM TO THE HEADS OF DEPARTMENT AGENCIES

Research and Development on
Retirement and Disability Pensions

Attached is a memorandum from the Office of Management and Budget on coordination of research and development in the retirement and disability pension areas. We have been requested to keep the President's Commission on Pension Policy informed of all research undertaken in those areas.

Each Agency should report to the Office of Personnel by December 18, 1978, on any research and development relating to retirement or disability pension projects currently underway or planned for fiscal year 1979. The report should include for each project: (a) the title; (b) a brief description; (c) findings to date; and (d) expected completion date. Negative replies are required.

Subsequent reports will be requested on an as needed basis from those Agencies which have or plan research projects on retirement or disability pensions.

Secretary of Agriculture

Attachment

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

30 OCT 1978

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: The Coordination of Research and Development in Federal Pension Programs with the President's Commission on Pension Policy

I would like you to keep the President's Commission on Pension Policy informed on a regular basis of all the research and development that your agency is undertaking in the retirement and disability pension areas. Your information will help the Commission coordinate its own research with what is already being done in this field; also, it will help prevent the unnecessary and costly overlaps and research that have often happened in the past.

The President is very interested in the Commission's long-term study of the pension structure in the United States and would like to ensure that the already considerable government effort in this area will be fully used by the Commission.

The person responsible for keeping the Commission informed of your agency's activities in the pension area should contact Mr. Tom Woodruff, the Executive Director of the Commission, at the following address:

President's Commission on Pension Policy
736 Jackson Place, N.W.
Washington, D.C. 20006

(202) 395-5132

James T. McIntyre, Jr.
Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 5, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Deerlodge National Forest Grazing Advisory Board

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the Deerlodge National Forest Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

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The Board will expire December 31, 1985, as provided by law, unless terminated prior to that time.

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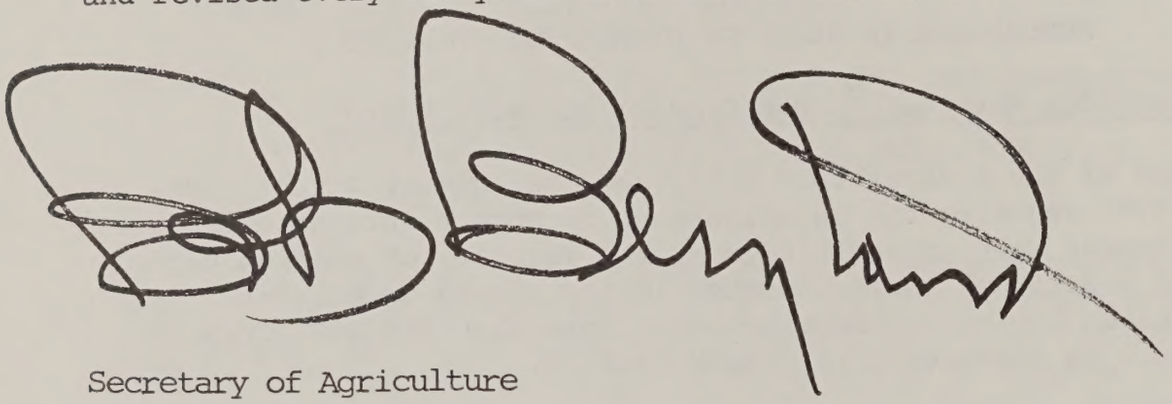


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 8, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Administrator,
Food Safety and Quality Service

Effective December 11, 1978, Dr. Donald L. Houston is designated as Acting Administrator of the Food Safety and Quality Service.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 12, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Department Affirmative Action Program Plan for
Employment of Handicapped Individuals
Including Disabled Veterans 1978-1979

Attached is a copy of the Department's Affirmative Action Plan for hiring, placement, and advancement of handicapped individuals, including disabled veterans. This Plan covers the period from July 1, 1978, through June 30, 1979.

Each Agency Head is responsible for implementation of an affirmative action program within the Agency. Each Agency is required to develop a plan which is operational in nature and composed of action items which achieve Departmentwide objectives, but which are tailored to individual Agency needs.

I urge you to review the Plan carefully and to take necessary steps to ensure that your Agency is conducting an affirmative action program for hiring handicapped persons, including disabled veterans.

Secretary of Agriculture

Attachment

INTRODUCTION TO 1979 PLAN

ADMINISTRATIVE ORGANIZATION

General direction for the Department of Agriculture's Affirmative Action Plan for Employment of Handicapped Individuals and Disabled Veterans is under the jurisdiction of the Assistant Secretary for Administration, with program management responsibility assigned to the Director of Personnel. The Departmentwide Coordinator for Selective Placement is responsible for monitoring implementation of the affirmative action program plan for the hiring, placement, and advancement of handicapped individuals and disabled veterans, providing assistance to component coordinators, managers, supervisors and employees to ensure the success of the program. An individual is assigned to assist the Department Coordinator. Each Agency Head within the Department is responsible for implementation of the Selective Placement Program within the Agency, and must ensure that staff and budget resources are made available. Each Agency has a designated coordinator located at headquarters level.

In addition, all field unit heads are responsible for the success of the program in their respective organizations. Every field unit having employment authority has designated a component coordinator to coordinate the program activities in the area.

All supervisors must be knowledgeable about the objectives of the program, and are responsible for ensuring equality of opportunity of handicapped individuals and disabled veterans.

Personnel specialists are responsible for carrying out personnel policies and procedures that include equal opportunity for disabled persons, and for ensuring that the program is an integral part of personnel management operations.

All employees are responsible for lending full support to the objectives of the program.

Union officials will be consulted on all matters covered by the negotiated agreement.

PROGRAM ASSESSMENT AND PLAN OF ACTION FOR 1979

Program Goal

The Department of Agriculture is committed to a policy that ensures that every person will receive equal consideration in obtaining employment for which he or she qualifies, regardless of handicap.

This policy is reflected by the Department's affirmative action program which will:

-- Provide opportunities for employment, training and advancement for disabled persons, including disabled veterans.

-- Eliminate all barriers, architectural and attitudinal, which exclude or limit handicapped persons in obtaining employment, training, and advancement.

-- Increase the percentage of employees with reportable handicaps by at least 1% over a 3-year period.

Department Objectives

The Departmentwide objectives for the selective placement program are as follows:

. Achieve full commitment to program goals.

. Commit adequate resources to support program efforts.

. Delegate appropriate authority to direct and accomplish program efforts.

. Include sources of handicapped persons and disabled veterans in ongoing recruitment efforts.

. Ensure that handicapped individuals and disabled veterans receive equal opportunity in hiring, placement, and retention.

. Include handicapped employees in merit promotion, upward mobility and training programs.

. Evaluate program status and achievements in a systematic manner.

. Maintain an internal data collection system for purposes of agencywide and local program assessment and planning.

. Assure accessibility of facilities.

Levels of Responsibility for Affirmative Action Plans

The Department Coordinator is responsible for:

- Setting Departmentwide objectives.
- Developing an action plan for management of the program.
- Providing guidance to agencies within the Department and component coordinators.
- Evaluating program effectiveness in Department.
- Preparing annual reports and plans for submission to the Civil Service Commission.

Component Coordinators are responsible for:

- Developing agency affirmative action plans based on Department objectives, but tailored to agency needs and submitting them to the Department for approval.
- Carrying out actions to support agency objectives.
- Monitoring program effectiveness and assessing agency progress in meeting program goals.
- Providing guidance to coordinators at field locations.
- Submitting quarterly reports to Department on agency accomplishments

Field Coordinators are responsible for:

- Developing affirmative action plans based on Agency Plan of Action but tailored to local needs.
- Carrying out actions to support Department and Agency objectives.
- Monitoring program effectiveness and assessing local progress in meeting program goals.
- Submitting quarterly reports to headquarters on local accomplishments.

OBJECTIVE 1: ACHIEVE FULL COMMITMENT TO PROGRAM GOALS

Situation as it exists: The Department Policy Statement is sent to Agency Heads. Each Agency Administrator issues policy to all employees. Policy statements have not been posted on bulletin boards. Plan is distributed to Agency Heads and to Personnel Officers and Coordinators. It has not been distributed to all employees. The majority of supervisors and managers lack knowledge of the program and their responsibilities. Several have a passive attitude toward supporting the program, or feel that a handicapped person simply cannot perform in most jobs. About 25% of the coordinators have not received training that is needed to carry out their duties. Training is not being provided to managers and supervisors in all agencies. Instructions for responsibilities are unclear. While some agencies include information on the program in their newsletters and provide program coverage in meetings, many do not.

Opportunties for change: Conduct an awareness program which will include training for all managers and supervisors, coordinators, and employees; publicity; directives; distribution of Department policy and plan throughout the Department.

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIALS
1. Issue policy statement in support of an active, positive program for employment of handicapped individuals and disabled veterans. Distribute Plan in Department. Issue directives as necessary.	Letter to Heads of Agencies. Letter & Plan to all employees. Post policy statement on bulletin boards. Publicize program to all employee groups and labor organizations. Issue directives and guidelines as necessary.	October 1978	Secretary of USDA Agency Heads Department Coordinator Component Coordinators Employee Relations Staff
2. Enhance knowledge, commitment and participation of managers supervisors, coordinators and employees.	Conduct year-round information program through newsletters, films, workshops, seminars, etc. Require that all managers and supervisors attend at least one seminar or workshop. All newly appointed coordinators must receive training within 4 months after appointment. Provide orientation for all new employees. Publicize name, room, telephone number of coordinators to all employees. Provide info. on a continuing basis to employee groups, organizations, including unions. Include program discussions in Regional, State, and regular staff meetings.	Ongoing Quarterly Review	Department Coordinator Component Coordinators Career Development Staff Labor Mgt. Relations Staff Personnel Specialists Administrators Regional Directors Personnel Officers State Directors

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIALS
3. Include element on the supervisory performance evaluations on achievements made in hiring, placement, and advancement of handicapped persons and disabled veterans	Draft changes of evaluation form, and make recommendations	(Revision of AD-434 form will be made October 1978)	Department Coordinator Director of Personnel

OBJECTIVE 2 - COMMIT ADEQUATE RESOURCES TO SUPPORT PROGRAM EFFORTS

Situation as it exists: A review of reports indicates that the average time spent on the program by component coordinators is from 1 - 10%, which is not adequate if the Department is to carry out its goals. The Department Coordinator and her assistant spend 20-25% of their time on the program. The responsibilities of coordinators have very low priority in most agencies, and the responsibility is generally delegated to individuals who have little or no employment background and are serving in trainee or low level positions.

Opportunity for change: Coordinator positions can be restructured to allow more time to be devoted to program. Coordinators should be at a level within the administrative structure to ensure easy access to responsible officials and command attention from mid and lower level management. Should have a good background in staffing and employment.

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIALS
1. Review coordinator positions to determine if more time could be devoted to program activities.	Review assignment of duties to determine if positions can be restructured. Restructure as necessary.	January 1979	Personnel Officers Regional Directors State Directors
2. Designate coordinators who have good staffing background and at level within Agency to have access to high level officials and good rapport with mid and lower level management.	As coordinator positions become vacant or responsibilities are reassigned, responsible official must take steps to ensure that the individual designated has required background.	Ongoing	Personnel Officers Regional Directors State Directors

OBJECTIVE 3 - DELEGATE APPROPRIATE AUTHORITY TO DIRECT AND ACCOMPLISH PROGRAM EFFORTS

Situation as it exists: This has been done.

Opportunity for change: None.

ACTION

No action needed.

OBJECTIVE 4 - INCLUDE SOURCES OF HANDICAPPED PERSONS AND DISABLED VETERANS IN ONGOING RECRUITMENT EFFORTS

Situation as it exists: Headquarters and field offices maintain contact with vocational rehabilitation offices, state employment offices, organizations, colleges, schools, and other sources of handicapped individuals. We do find in some areas that local listings of sources are not up to date. Efforts to locate disabled veterans through the VA Central Office, Veterans' organizations, and some State Employment Offices have not been fruitful. Participation in career days and job fairs is good, but can be improved.

Opportunity for change: Listings of sources of recruitment for handicapped persons and disabled veterans should be updated, and contacts, especially with sources of disabled veterans should be renewed. Expand use of college recruiting to include information about the selective placement program and encourage use of special employment programs to employ handicapped persons.

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIALS
1. Expand and maintain close liaison with all recruitment sources of handicapped persons and disabled veterans.	Update listings of recruitment sources. Invite representatives from VRS, VA, and other organizations to address agency representatives concerning their services. Publicize vacancies to recruitment sources. Increase participation in career days and job fairs. Provide information to colleges on selective placement program during regular recruitment trips, meetings, correspondence, etc.	Continuing Review efforts quarterly	Department Coordinator Component Coordinators Personnel Specialists

OBJECTIVE 5 - ENSURE THAT HANDICAPPED INDIVIDUALS AND DISABLED VETERANS RECEIVE EQUAL OPPORTUNITY IN HIRING, PLACEMENT, AND RETENTION

Situation as it exists:

Hiring

Use of special employment authorities and special programs have been used to employ handicapped individuals and disabled veterans. Two agencies have made extensive use of CETA. Several agencies have been faced with ceiling problems, and reorganization throughout the Department has reduced outside hiring. Agencies are reviewing vacant positions to determine whether positions could be restructured or modified to accomodate handicapped persons, but staffing specialists do not actively advise supervisors as to the potential to fill vacancies with handicapped persons. The resistance of managers and supervisors to recognize that handicapped persons can perform in any job for which they meet the qualification standards is a major block to hiring.

Placement

A review of available statistical data does indicate an increase in the number of handicapped employees on the rolls since December 1976. However, much of this increase can be attributed to the self-coding program implemented in 1977. The number of employees with reportable handicaps on the rolls in relationship to the total number of employees is 4.5%.

The majority of handicapped and disabled veterans are hired for clerical or aid and technician positions with little opportunity for employment in the professional or administrative positions for which they may be well qualified. Agency reports indicate little progress in hiring handicapped persons in the professional area.

Retention

Many handicapped persons and disabled veterans are hired on a trial basis under a 700-hour appointment authority, and are not converted at the end of the trial period, not necessarily because they did not perform satisfactorily (although this may be the reason in some cases), but because of ceiling or budget restrictions. Some persons may be converted to a temporary NTE appointment or given part-time employment, when they need permanent full-time work.

Employees who become disabled are provided counseling and efforts are made to provide training and reassignments if the employees so desire.

Opportunity for change:

Hiring	The use of special programs and appointing authorities to employ handicapped persons and disabled veterans, especially CETA and Cooperative Education should be encouraged. Coordinators can work closely with personnel specialists and supervisors on job restructure of positions. Review personnel specialists' knowledge and use of special authorities and programs, and provide training as necessary. Supervisory training program should include a session on job restructuring. Invite representatives from vocational rehabilitation services to speak to supervisory groups and personnel specialists to discuss their services and available assistance.
Placement	Analyze statistical data and narrative reports to determine occupational series and and grade levels of handicapped employees, and reasons for obvious groupings. Intensify recruitment efforts to increase representation of handicapped persons and disabled veterans in USDA by 1% over the next 3-year period.
Retention	Follow-up procedures should be established to identify problems during trial appointments and to make adjustments or reassignments as necessary.

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIALS
1. Expand use of special programs and authorities to provide employment and advancement for handicapped persons and disabled veterans	Provide training and issue guidelines for personnel specialists on the use of authorities and programs.	Ongoing Quarterly Review	Department Coordinator Component Coordinators Personnel Officers
2. Review vacant positions and modify as necessary for employment by handicapped persons and disabled veterans	Work with supervisors and vocational rehabilitation counselors on job restructure. Provide special tools and equipment as necessary.	Ongoing Quarterly Review	Component Coordinators Personnel Specialists Supervisors

OBJECTIVE 5 (continued)

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIALS
3. Follow up on placements of handicapped persons and disabled veterans.	Establish procedures for following up on placements of handicapped persons and disabled veterans to identify problems and make adjustments or reassignments as necessary.	Ongoing	Component Coordinators Personnel Specialists

OBJECTIVE 6 - INCLUDE HANDICAPPED EMPLOYEES AND DISABLED VETERANS IN MERIT PROMOTION UPWARD MOBILITY, AND TRAINING PROGRAMS

Situation as it exists:

Merit Promotion — The existing Merit Promotion Plan requires that vacancy announcements include a statement on equal employment opportunity which covers the handicapped. However, a review indicates that many personnel specialists are not knowledgeable of the procedures for handling applications from handicapped employees employed under the Schedule A (u) authority.

Upward Mobility — Program announcements contain a statement on equal employment opportunity which covers the handicapped. A review indicates that many personnel specialists are not knowledgeable of the procedures for handling applications from handicapped employees under the Schedule A (u) authority.

Training — Annual training plans are prepared for all employees. Special training is provided upon request, and steps are taken to ensure that training facilities are accessible for participation of handicapped employees.

OBJECTIVE 6 (continued)

Opportunity for change:

Merit Promotion	Revision to Merit Promotion Plan to outline procedures for giving consideration to handicapped employees.
Upward Mobility	Revision to Program guidelines to outline procedures for giving consideration to handicapped employees.
Training	No changes at this time.

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIALS
1. Revise Department Merit Promotion Plan and Upward Mobility Guidelines.	Include procedures for giving consideration to handicapped employees hired under the Schedule A (u) authority.	February 1979	Personnel Director

OBJECTIVE 7 - EVALUATE PROGRAM STATUS AND ACHIEVEMENTS IN A SYSTEMATIC MANNER

Situation as it exists: A format for conducting evaluation of individual agency programs has been developed. It will be used during the coming year for five scheduled evaluations during regular personnel management evaluations. Although agencies are required to conduct internal evaluations, reports indicate this has not been done in the majority of agencies. There is no established system for providing feedback or information sharing with the agencies. The only report required at this time is the annual report of accomplishments.

Opportunity for change: Provide guidelines to agencies for conducting evaluations. Establish quarterly reporting system and system for providing feedback to agencies on reports. Program evaluation can be included in regular PME's. Share innovative ideas and solutions to problems with all agency coordinators.

Several agencies have indicated an interest on the part of handicapped employees to establish advisory committees. A committee has been established in at least one field office. The establishment of committees should receive serious consideration.

OBJECTIVE 7 (continued)

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIALS
1. Provide guidelines for evaluations.	Distribute format developed at Department level to all agencies and provide guidelines for its use.	November 1978	Department Coordinator Personnel Management Evaluation Team
2. Establish system for reporting progress and sharing ideas.	Prepare quarterly progress reports. Reports to be analyzed and information shared with all coordinators. Conduct periodic meetings with coordinators to review progress, share ideas, provide for guest speakers to address topics of common interest	Implement by October 1978. Quarterly Reports	Department Coordinator Component Coordinators
3. Involve handicapped and disabled veteran employees in planning and assessment of the program.	Establish Handicapped Advisory Committee.	May 1979	Department Coordinator Component Coordinators

OBJECTIVE 8 - MAINTAIN AN INTERNAL DATA COLLECTION SYSTEM FOR PURPOSES OF AGENCYWIDE AND LOCAL PROGRAM ASSESSMENT AND PLANNING

Situation as it exists: Computer printouts on handicapped employees are provided to Department Coordinator and to agencies on a random basis. The printouts provide only numbers of handicapped on rolls and do not provide occupational series, grades, accessions or separations. The self-coding system is now in full operation. No analysis made, and no system for feedback to agencies.

Opportunity for change: Statistics can be utilized to determine new hires of handicapped employees and disabled veterans, separations, promotions, occupational series and grade levels. This information would be a valuable tool in assessing Departmentwide progress.

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIAL
1. Establish system for receipt and analysis of computer printouts on a regular basis, e.g., quarterly.	Analyze information Departmentwide and by agency to determine progress of program	Implement by October 1978	Department Coordinator with assistance of Personnel Information Systems Office.
2. Provide feedback to Agencies	Issue quarterly reports of statistical data to administrators and to component coordinators	October 1978	Department Coordinator

OBJECTIVE 9 - ASSURE ACCESSIBILITY OF FACILITIES

Situation as it exists: A Department Plan for Security and Safety was implemented in 1976 and is in operation. The plan provides for the assignment of monitors to assist handicapped persons from their places of work in evacuating buildings in case of emergency.

Although modifications are being made in privately owned-leased buildings, changes in Federally-owned space are slow. Suggestions for changes have been made to GSA, and they will be made as funding permits.

GSA regulations on providing accommodations for the handicapped have been distributed in the Department, and discussed with Directors of Administrative Services.

Handicapped employees receive preference in the semi-annual assignment of parking spaces in Federally-owned buildings, and carpools with handicapped members also receive additional points in the assignments of parking spaces. Many field offices are located in privately owned buildings and parking is not always available, or the cost is borne by the employees.

Opportunity for change: Continue to work with GSA on identifying and eliminating architectural barriers in all buildings.

ACTION	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIAL
1. Work with GSA to eliminate architectural barriers.	As contracts for space in privately-owned buildings expire, ensure that modifications are made before renewing lease or acquiring new space. Continue to identify problem areas and request GSA to schedule changes.	Ongoing Review March 1979	Department Coordinator Administrative Services Staff
2. Develop and implement procedures for eliminating transportation problems.	Provide employees in field locations who have transportation problems with assistance in obtaining suitable transportation.	March 1979	Component Coordinators at field locations

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

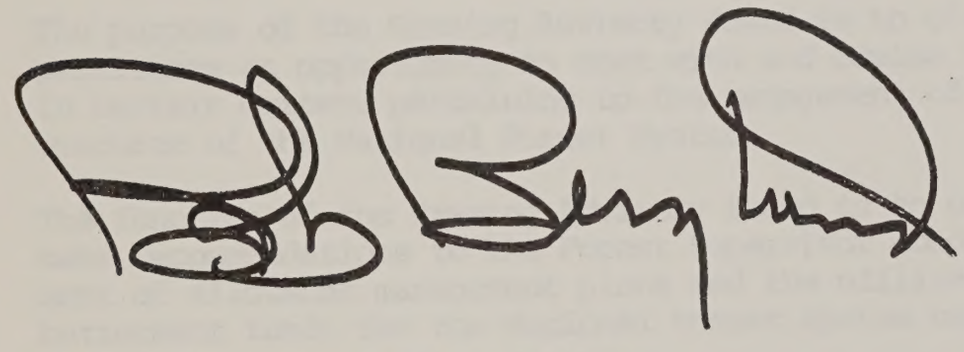
WASHINGTON, D. C. 20250

December 22, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of the Acting Director
Office of Transportation

Effective immediately, Ronald F. Schrader is designated Acting Director, Office of Transportation, and is hereby delegated all of the authorities and responsibilities necessary to effectively administer and discharge the functions, duties, activities, and responsibilities assigned or ordered to be transferred to that office.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 27, 1978

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Fremont National Forest Grazing Advisory Board

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the Fremont National Forest Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

The function of the Grazing Advisory Board is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which the Board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present with authority to adjourn the meeting if in the public interest.

The Board will expire December 31, 1985, as provided by law unless terminated prior to that time.

A separate charter for the Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.

Alex P. Mercure

Acting Secretary

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

UNITED STATES DEPARTMENT OF AGRICULTURE
E OF THE SECRETARY
SHINGTON, D. C. 20250

January 8, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Hop Marketing Advisory Board

The Hop Marketing Advisory Board was established July 19, 1966, under the provisions of Federal Marketing Order No. 991, as amended (7 CFR Part 991), which regulates the handling of hops grown in Washington, Oregon, Idaho, and California. The Order is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674). The Board acts in an advisory capacity to the Hop Administrative Committee. Because the Board furnishes advice essential to the operation of the marketing order program, I have determined, pursuant to the Federal Advisory Committee Act (96 Stat. 770) that it shall be renewed. Such action is in the public interest in connection with the performance of duties conferred upon the Department by law.

Board membership will be balanced as provided by the marketing order which prescribes that all major factions of hop handlers will be represented. The Board consists of five members. Three member positions are allotted to handlers on the basis of the quantities handled; one is for all remaining handlers other than extractors of hops; and one is for handlers who are extractors. To the extent practicable, the Board will have ethnic, racial and sexual balance.

This memorandum incorporates the charter of the Hop Marketing Advisory Board as follows:

Objectives and Scope:
The Board is to annually formulate recommendations on marketing policy matters, reserve pools, and research and development projects. Recommendations on marketing policy matters are based upon the Board's estimates of the domestic and export demand by breweries for U.S. hops, and the Board's analysis of the effect on the U.S. hop industry of the supplies of foreign hops. Such recommendations establish salable quantity and an allotment percentage for the coming marketing year.

Time Period Necessary to Carry Out Purpose and Termination Date:
The duties of the Board are ongoing and cannot reasonably be completed in less than 2 years. The Board will terminate two years from the date of this memorandum unless a determination is made, not more than 60 days prior to that date, that its continued existence is in the public interest.

Board Reports To:
Hop Administrative Committee which administers Marketing Order No. 991.

Support Provided By:
Hop Administrative Committee and Fruit and Vegetable Division, Agricultural Marketing Service, USDA.

Duties:
Members will make recommendations to the Hop Administrative Committee on marketing policy matters and other operational matters as it deems proper or as the Committee may request.

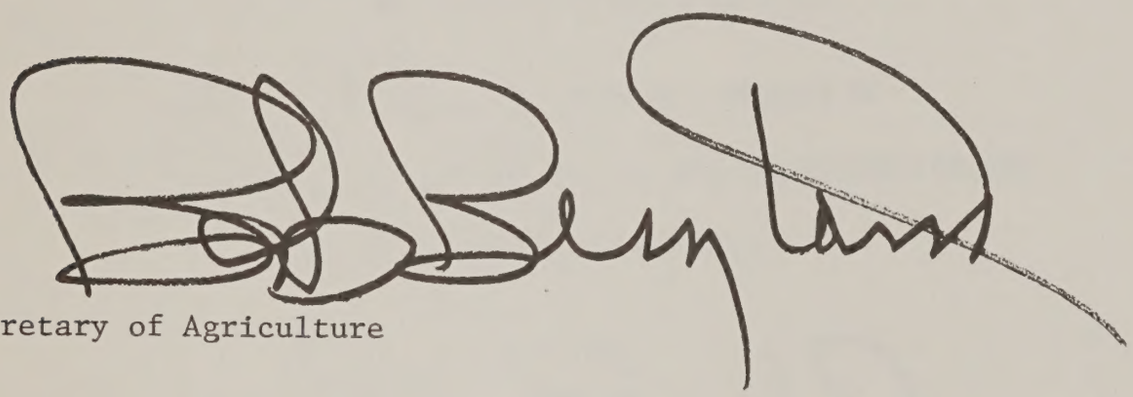
Estimated Annual Operating Cost:
This estimate includes all private and public funds to be spent by or on behalf of the Board as shown below. Funds for the direct operation of the Board, including travel expenses for Board members, are obtained by assessment on hop handlers, and federal funds are used only for operational assistance.

a. Federal funds which will be used to support, directly or indirectly, the operation of the Board.	$ 0
b. Dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting in the operation of the Board.	$ 800
c. Travel expenses including per diem or subsistence, which will be incurred by Department employees in attending meetings of the advisory committee, including travel performed in support of the Board's operation.	$ 150
d. All expenses which will be paid by sources outside the Government including, but not limited to, those paid by the Board members or their employers, corporations, organizations, associations or labor organizations.	$2,650
Total Cost	$3,600
Total Man-Year of Staff Support	.07

Estimated Number and Frequency of Meetings:
It is anticipated that the Board will meet once each crop year at the call of the Chairman.

Officers and Membership: The Board shall consist of five members appointed by the Administrator, Agricultural Marketing Service. The Chairman and Vice Chairman will be elected by members of the Board. The Officer-in-Charge, Fruit and Vegetable Division, Marketing Field Office, Portland, Oregon, is designated to attend meetings of the Board as the official Department of Agriculture representative. The Manager, Hop Administrative Committee, will serve as Executive Secretary and keep all records for the Board.

The unnumbered Secretary's Memorandum to Heads of Department Agencies dated January 5, 1977, is hereby superseded.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 11, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Administrator,
Food and Nutrition Service

Effective January 22, 1979 Mr. Robert M. Greenstein is designated as Acting Administrator of the Food and Nutrition Service.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 16, 1979

USDA ESCS NEAD 2
AGRICULTURAL HISTORY
146 GHI BLDG

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Rural Transportation Advisory Task Force

The existence of an adequate transportation system is essential to the overall success of the nation's agriculture programs, sound rural development programs and the economic stability of the United States. In the past, the maintainance of an efficient and economical transportation system for agriculture and rural communities has not received the priority attention it deserves.

In an effort to rectify this situation, the Rural Transportation Advisory Task Force Act (P.L. 95-580) was signed into law on November 2, 1978. This Act provides for the establishment of a Task Force to be jointly chaired by the Secretary of Transportation and the Secretary of Agriculture. In addition to the Chairmen, the Task Force will consist of 14 members nominated by Congress, government agencies, carriers, and the agricultural and academic communities.

The Task Force will study and report on methods for the economic and efficient moving of agricultural commodities, including forest products and farm supplies. The final report will include specific recommendations for a railroad transportation system adequate to meet the essential needs of the agricultural industry, and for determining the essential needs of agriculture on a continuing basis. It will also contain recommendations for the establishment of a national agricultural transportation policy.

The Office of Transportation will provide leadership for carrying out the Department's responsibilities under P.L. 95-580. They will call upon USDA Agencies for the personnel and financial assistance necessary to carry out the Department's responsibility to provide technical and administrative support to the Task Force. It is important that each agency cooperate fully to ensure the success of this important effort.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 1, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Improving USDA Decisions and Regulations

Secretary's Memorandum No. 1955 describes the procedures that must be followed to improve USDA decisions and regulations. Implicit in these procedures is the consideration of any negative impact based on sex. To ensure that this important factor is not overlooked, your implementation of the Memorandum should incorporate the following guidelines:

- Significant Regulations and Actions. Any regulation which will have a disparate impact based on sex should be considered a significant regulation or action and be handled accordingly.

- Developing USDA Rules and Regulations. Procedures for assuring clear language in all new regulations should include a review to eliminate unnecessary or inappropriate gender-based distinctions.

- Review of Existing Regulations. The review of existing regulations for clear language should also identify and remove unnecessary and inappropriate gender-based distinctions.

The Office of Equal Opportunity can advise you on what constitutes a disparate impact based on sex and unnecessary or inappropriate gender-based distinctions. Contact William Payne (74806).

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 1, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Black History Month - February 1979

Each year the month of February is designated as Black History Month. The purpose of Black History Month is to commemorate the many significant achievements and contributions of Blacks to America's growth and development.

We in the Department of Agriculture should acknowledge and take pride in recognizing the many important achievements of Blacks to this nation's development, including the very significant contributions which have been made over the years to Agriculture and other related endeavors.

I encourage Agencies to plan activities both at headquarters and the field to commemorate this month. There will be activities at the Department level for all employees in the Washington, D.C. Metropolitan area during Black History Week, February 12-16, 1979.

I strongly urge my fellow employees at the Department of Agriculture to join me in being mindful of, paying tribute to and participating in activities commemorating Black History Month.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 12, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

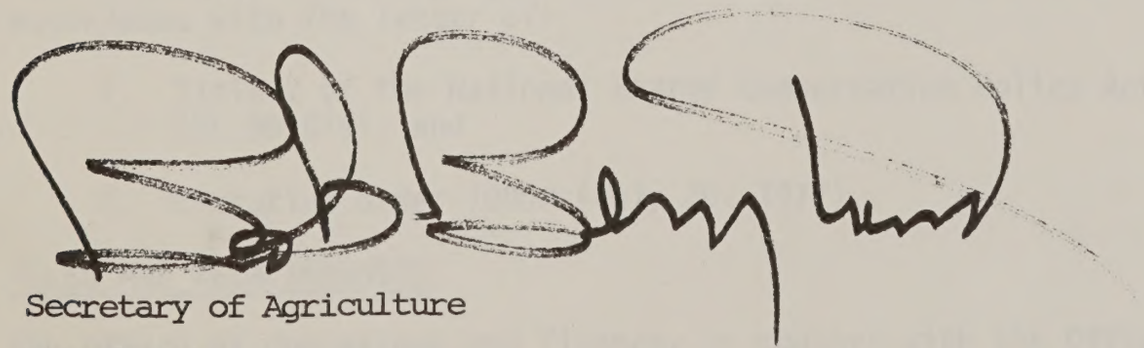
Energy Conservation

The recently enacted National Energy Conservation Policy Act (P.L. 95-619) requires that Federal agencies take immediate action to reduce our reliance on nonrenewable sources of energy. The Act, as well as Executive Order 12003, mandates the development and enactment of a long-range plan for energy management within our facilities and operations.

It is necessary that we move ahead as quickly as possible with a program of auditing and surveying our facilities to identify opportunities for energy conservation. The first phase of this action is to be completed prior to July 1, 1979. Corrective action in the form of building retrofit is to start in FY 1980 and all cost-effective retrofit actions are to be completed prior to January 1, 1990. To achieve these targets will require the immediate commitment of personnel and funds.

A long-range USDA Energy Management Plan is in the development stage and is scheduled for completion by May 1, 1979. The Plan, being formulated by the Office of Operations and Finance in conjunction with the agency staffs and under the general direction of the Director of the USDA Office of Energy, will provide guidelines for all conservation efforts. An executive summary of the Plan is attached.

I ask that those of you with management control over Federal facilities take the necessary immediate actions to identify conservation potential within those facilities and include corrective measures in your current and future work plans. I also ask that all of you adopt and implant within your agency the spirit of energy awareness. The national effort to reduce our reliance on nonrenewable sources of energy has my whole-hearted support.



Secretary of Agriculture

Attachment

U.S. DEPARTMENT OF AGRICULTURE
INTERNAL ENERGY MANAGEMENT PROGRAM

Executive Summary

OBJECTIVE

The objective of the USDA Internal Energy Management Program is:

1. To establish and implement energy management practices within the Department geared toward meeting the national need for attaining greater energy self-sufficiency, in a cost-effective manner; and

2. To comply with and support the related statutory and directive requirements and needs of the Congress, OMB, DOE, and other external bodies having cognizance over energy matters.

SCOPE

The scope of this program is Departmentwide, encompassing:

1. Facilities owned and leased by USDA agencies;

2. Equipment owned and leased, including vehicles, aircraft, vessels, and other energy consuming machinery;

3. Internal operations and procedures as they impact on the consumption of energy such as travel, procurement, work habits, etc.; and

4. Employee awareness of the energy program and its objectives and their role and opportunities in meeting the Departmental and national needs.

STATUTES AND DIRECTIVES

The actions under this program will be taken in the spirit as well as in accordance with the letter of:

1. Title V of the National Energy Conservation Policy Act (PL 95-619); and

2. Executive Order 12003 (July 20, 1977).

ROLES AND RELATIONSHIPS

The Office of Operations and Finance, in concert with the Office of Energy, has Departmental responsibility for policy, planning, oversight, and overall evaluation of the program and to serve as the primary Departmental

liaison for related matters. The agencies, in concert with O&F, will be responsible for identifying appropriate actions and planning, programming, and implementing the program within their organization.

A Working Group, chaired by the Internal Energy Conservation Division, O&F, and comprised of representatives of the Animal and Plant Health Inspection Service, Forest Service, Science and Education Administration, and Soil Conservation Service, will be responsible for direct assistance in the development of a long-range Departmental Energy Management Plan along with related procedures and standards.

PROGRAM DEVELOPMENT

The initial emphasis is being placed on the development of a USDA Energy Management Plan which will serve as the policy, procedures and time frame basis for agency energy conservation efforts. The Working Group, representing the four principally impacted agencies, and the Office of Operations and Finance have identified imposed requirements and management needs. Priorities and target dates have been established and development of the Plan has commenced. Priority is being given to those aspects where imposed completion dates and/or budgetary implications are present. A synopsis of the Plan is presented in Attachment I.

The Plan will take the form of a manual for agency assistance in implementation of conservation efforts. A target date of May 1, 1979 has been established for the completion of the Plan. However, portions will be issued as they are developed in order to meet the various statutory and budgetary requirements. A timetable for the development of the various parts is shown in Attachment II.

ATTACHMENT I

THE ENERGY MANAGEMENT PLAN

The Energy Management Plan will include policy, procedures and operating guidelines for Departmentwide application. The format will be an operating manual, as outlined below. It is intended that where multiple agency application exists, the Plan will provide explicit and detailed guidelines. Where multiplicity does not exist, or is limited, the affected agency will develop internal procedures in keeping with the spirit of the program.

In a manual format, the Plan will cover the following systems, with the various parts being issued as they are developed:

FACILITY RETROFIT PROGRAM

The National Energy Act requires that Federal facilities will be:

1. Audited prior to July 1, 1980 to determine their type, size, energy consumption characteristics, and climatic conditions; and

2. Surveyed to determine possibilities of energy reduction through retrofitting the facility and/or modification of maintenance and operating procedures.

The Act also requires that starting with 1 percent in FY 1980, 100 percent of the facilities will be subjected to retrofit action by 1990. The goal is to reduce energy consumption in Federal facilities by 20 percent by 1985 as compared with 1975.

The Management Plan will include policy and guidelines for conducting audits and surveys, reporting requirements, budgeting procedures, worksheets, and reporting forms. These guidelines are scheduled for issuance in January.

NEW CONSTRUCTION STANDARDS

Executive Order 12003 requires all new Federal buildings to be 45 percent more energy efficient, as compared to a similar building constructed in 1975. The Department of Energy, in conjunction with the Department of Housing and Urban Development, is currently formulating construction standards designed to achieve this goal. The standards will be adapted to USDA needs and issued as part of the Management Plan in March.

GENERAL OPERATIONS

In compliance with, as well as the spirit of, the National Energy Act and the Executive Order, the Management Plan will include guidelines applicable to the energy consuming operations of the Department, our fleet management,

industrial and laboratory operations, travel practices, etc. EO 12003 stipulates gasoline mileage requirements for new vehicles. However, there are other measures that should be considered such as, increased use of "economy" or subcompact cars and pickups; energy economy considerations in the selection of laboratory fume hoods; and the use of training simulators where appropriate. These guidelines are scheduled for development by April 1979.

TRAINING AND AWARENESS

With any new program of this nature, management briefing and employee training is all important if the initiative is to be built and the execution effective. The Management Plan will lead to the development of, and in some areas include, material to satisfy this need. Training plans and materials to be used by the agencies at all levels are envisioned.

In addition, and in keeping with the overall objective, the potential energy reduction through day-to-day employee action, at work and at home, cannot be overlooked. The Management Plan will address the need for employee awareness and guidelines for achieving that end.

LEASED FACILITIES

The Management Plan will address policy and procedures for conservation efforts in buildings leased, in total or in part. It is recognized that structural and operational modifications to existing leased facilities is a relatively unmanageable objective. Therefore, conservation efforts will be directed at the development and implementation of criteria and standards to be applied and/or considered in the evaluation and execution of all future leasing actions. Since nearly all existing leases are on a fiscal year basis, these regulations and guidelines will be prepared in sufficient time to be implemented with all leasing actions commencing with the next fiscal year.

REPORTING SYSTEMS

The audit and survey procedures will develop extensive inventory and current consumption data. It is envisioned, therefore, that accomplishment can be measured and evaluated by using data required by the existing budget and payment processes. Existing NFC systems can be modified to provide the necessary utility consumption data. Until the central accounting system is fully implemented, energy consumption data for other than utilities will need to be collected and reported by the agency field offices.

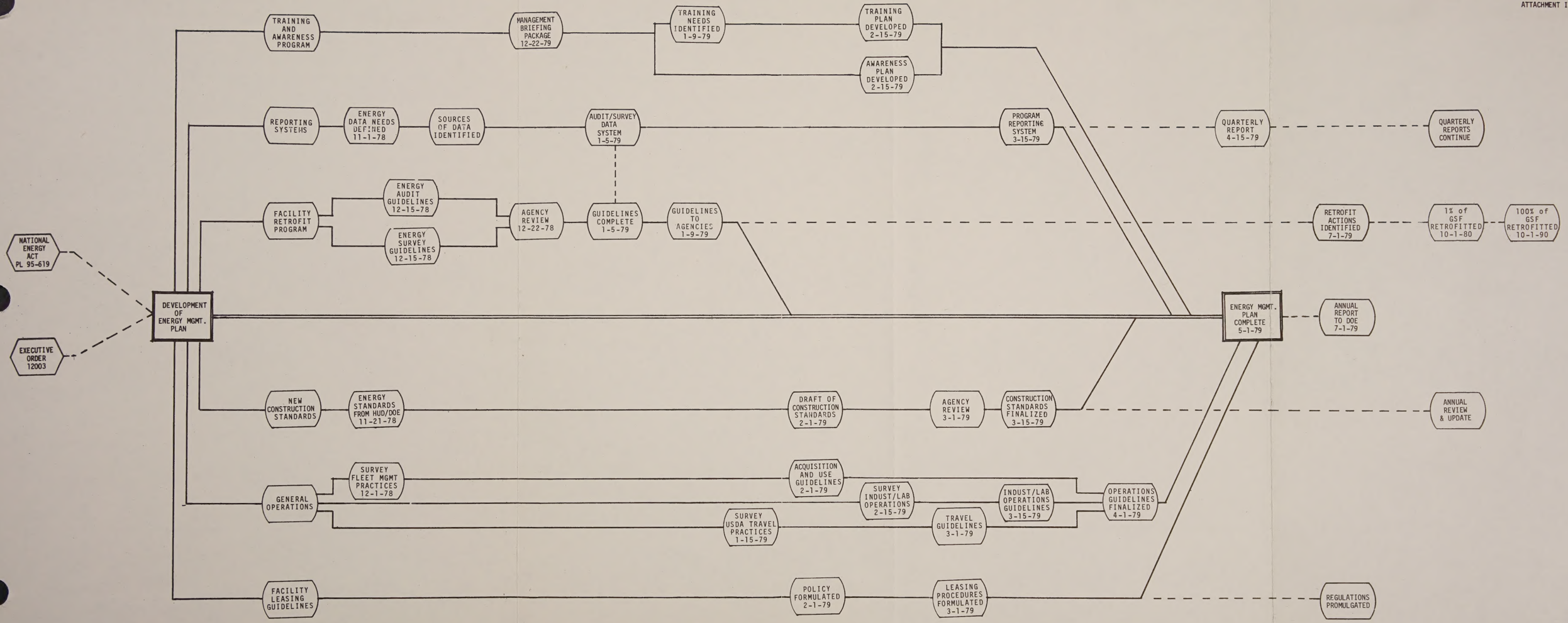
It is the objective of the Plan to minimize agency reporting requirements to a level necessary to satisfy the requirements of Congress and DOE. Systems will be designed and coordinated with NFC to eventually satisfy all data requirements through utilization of that information being collected in support of the payment system.

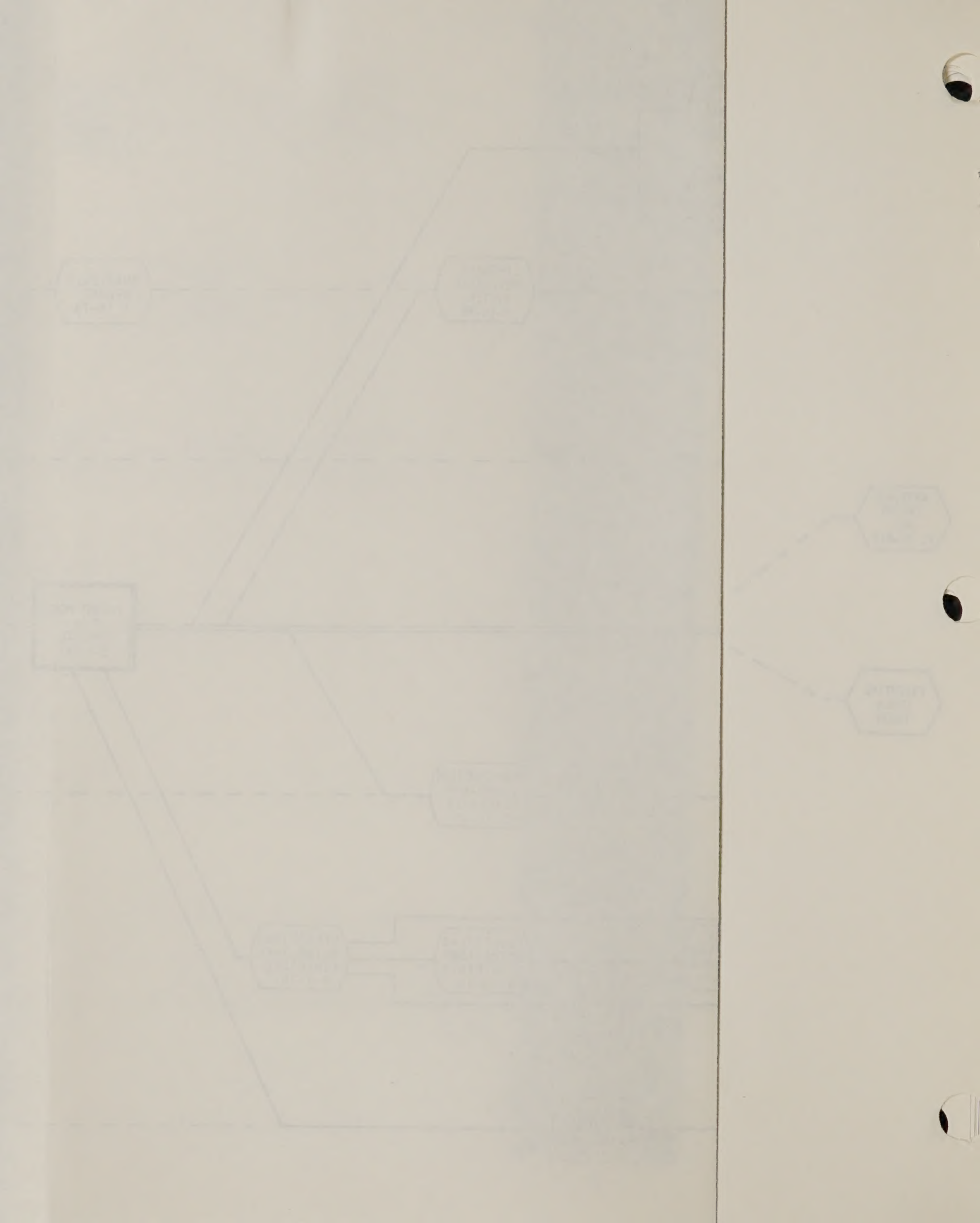
PILOT PROJECTS

Several national programs, administered by DOE, provide funding for application of new technology to Federal facilities, e.g., solar, photovoltaic, etc. The Management Plan will prescribe procedures for the coordination of USDA participation in these programs. The Department role will be limited to only those actions necessary to provide inter- and intradepartmental liaison and coordination. To meet management needs, systems will be developed to insure that appropriate Department staff offices are informed of agency actions.

ENERGY MANAGEMENT PLAN

ATTACHMENT II





UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 12, 1979

MEMORANDUM TO THE HEADS OF DEPARTMENT AGENCIES

Implementation of Secretary's Memorandum-1827, Revised

Action Required by: March 15, 1979

The implementation of USDA's Land Use Policy contained in Secretary's Memorandum-1827, Revised, and its Supplement No. 1, depends on the strong support of your agencies.

Several responsibilities have been identified as being appropriately led at the national level by the USDA Land Use Committee. Most State-level responsibilities will be led by the State USDA Land Use Committees. Your agencies' support of these activities is essential.

Each agency should support the interagency cooperative efforts assigned to the national and State-level Land Use Committees. Each agency should also take the following actions:

1. Review its programs or actions and related administrative regulations. Make such changes as are necessary to bring programs or actions into compliance with the provisions of Secretary's Memorandum-1827, Revised, and Supplement No. 1, within 1 year.

2. Assure that its actions, investments, and programs on non-Federal lands are consistent with State and local land use plans and programs to the extent practicable.

3. Identify and minimize adverse environmental, economic, and social impacts of agency projects.

4. Provide landholders and other concerned people information about alternatives to and implications of proposed actions or projects on these lands.

5. Assure that agencies' actions will not convert or enable others to convert important farmland or wetlands, unless there are no practicable alternatives.

6. Assure that agencies' actions will not encroach or enable others to encroach on flood plains, unless there are no practicable alternatives.

Your plans for complying with the above requirements should be provided to the USDA Land Use Committee through your appropriate Assistant Secretary by March 15, 1979.

Secretary of Agriculture

CORRECTED COPY

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 28, 1979*

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Reduction of Energy Use

The President has directed me to take immediate action to reduce the level of energy consumption in the Department because of the world shortfall in oil production resulting from the Iranian situation.

To ease this potentially critical situation I am directing each of you to reduce energy consumption in your agency by immediately implementing the following actions:

-- Lower thermostat settings in all owned and leased space to not more than 65 degrees during the day and 55 degrees at night.

-- Generally reduce the use of electrical energy throughout agency activities, paying particular attention to the reduction of lighting where possible.

-- Reduce the overall number of miles driven by 5 percent as compared with the same period last year in agency owned, assigned, leased, and privately owned vehicles.

-- Direct the use of commercial transportation where available in lieu of the Department's vehicle resources.

-- Promote the employee use of carpools and mass transit within your agency.

In addition, I ask you to calculate the approximate total energy savings resulting from these actions in the second quarter of fiscal year 1979, and include it with your regular quarterly energy conservation report due to the Office of Operations and Finance on May 1.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 5, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

West Carson Grazing Advisory Board

Section 403 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579) requires the establishment of Forest Service Grazing Advisory Boards when so petitioned by the majority of grazing permittees of a National Forest located in the eleven contiguous Western States having jurisdiction over more than 500,000 acres of land subject to commercial livestock grazing.

This memorandum establishes the West Carson Grazing Advisory Board, for which proper petition has been received, in accordance with Federal Regulation 36 CFR 222.11. Establishment of this Board becomes effective on the date the original charter is filed with Congress.

The purpose of the Grazing Advisory Board is to give grazing permittees an opportunity to meet with and advise Forest Officers in certain matters pertaining to the management of the grazing resource of the National Forest System.

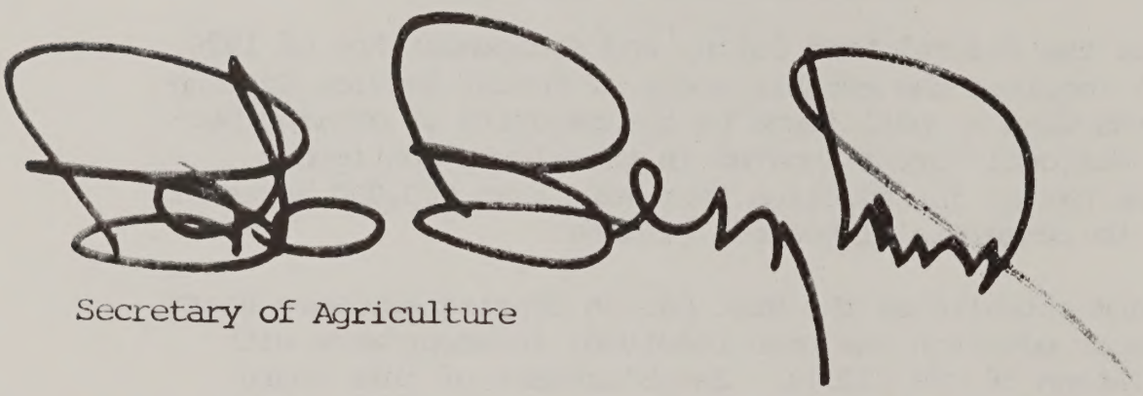
The function of the Grazing Advisory Board is to offer advice and make recommendations to the Forest Supervisor concerning the development of allotment management plans and the utilization of range betterment funds for the National Forest System unit for which established.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, Regulation 36 CFR 222.11 provides that board members be elected by the grazing permittees in the area for which the Board is established. Membership is limited to 15 members.

A chairman and other officers are elected by the Board from among its membership. The chairman or vice-chairman shall conduct meetings of the Board. The Forest Supervisor or his designee shall be present with the authority to adjourn the meeting if in the public interest.

The Board will expire December 31, 1985, as provided by law unless terminated prior to that time.

A separate charter for the Board will be filed with Congress in accordance with the Federal Advisory Committee Act (P.L. 92-463) and revised every two years from date of filing.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 5, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

East Carson Grazing Advisory Board

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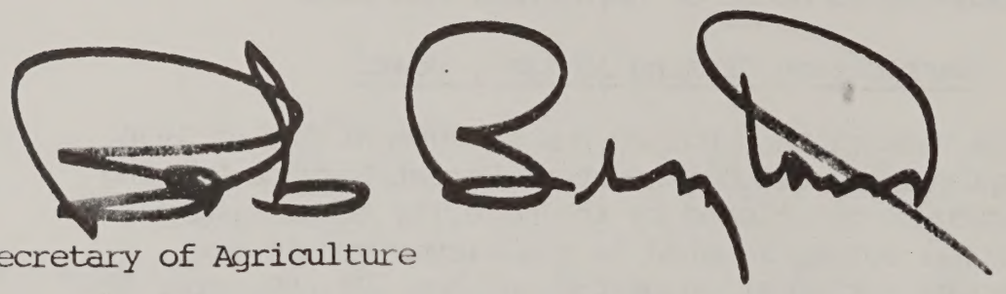

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 20, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Excessive Overtime

There is increased and continuing interest concerning the use and administration of overtime in the Federal Government. USDA personnel participated in Congressional hearings on overtime in 1978 and Agencies were asked to provide justification statements covering those programs which required large amounts of overtime usage.

It is recognized that the use of overtime may be the only feasible means of carrying out program responsibilities in many situations. However, as the annual cost of overtime approaches $100 million it is important that we give this area more of our attention to insure that overtime costs are valid and necessary and that overtime is the most cost-effective means of carrying out program responsibilities.

You are currently receiving a variety of fiscal reports which, if properly analyzed, can be used to control overtime costs. Effective with the quarter ending June 30, 1979, you will receive a quarterly report which will reflect by organizational level the amount individual employees received for overtime, holiday and differential pay. This will make it easier to spot areas which may warrant closer management review.

Please bring this matter to the attention of your top management officials and ask them to review overtime controls and the use of reports to assure that overtime costs are necessary, proper and the most cost-effective way of accomplishing the work.

Please furnish Joan S. Wallace, Assistant Secretary for Administration, a report by March 27, 1979, of the overtime controls you are currently using and any additional you may plan to institute. Include in the report a statement as to how fiscal reports are being used or their planned usage.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 21, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Honor Awards Ceremony

The Department's 33rd Annual Honor Awards Ceremony will be held on Wednesday, May 23, 1979, at 10:30 a.m. at the Sylvan Theater, Washington Monument Grounds.

Employees who have earned recognition through their special achievements or high quality performance will be honored on this occasion. Distinguished and Superior Service awards will be granted to individuals or groups who have made outstanding contributions toward improving our service to the public.

Members of the 1979 Honor Awards Committee appointed to recommend awards are:

Henrietta D. McArthur Singletary, Chairperson
Deputy Assistant Secretary for Rural Development

Dr. Bennie D. Mayberry
Director of Research
Tuskeegee Institute
Tuskeegee Institute, Alabama

Mr. Paul Pippert
Executive Farm Director
Station KICT/KFRM
Wichita, Kansas

Mr. Leroy Schecher
Manager
Grand Electric Cooperative, Inc.
Bison, South Dakota

Dr. William P. Stephens
State Director of Agriculture
New Mexico Department of Agriculture
Las Cruces, New Mexico

Dr. Lorraine Williams
Vice President
Howard University
Washington, D.C.

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Announcement of the award winners is scheduled for mid-April.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 2, 1979

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

USDA Support of Appropriate Technology Fair (ACT '79)

A broad coalition of consumer, labor, church, environmental, agricultural, business and educational groups is planning an Appropriate Community Technology Fair for April 27-May 1. ACT '79 will be held in the Reflecting Pool area of the Mall in Washington, D. C. The principal focus of the Fair is to demonstrate appropriate technologies, old and new, that will enhance individual family and community self-reliance.

The Department of Energy, the Department of Housing and Urban Development, the Environmental Protection Agency and other Federal agencies will be participating with the non-profit ACT '79 organization. Demonstrations of canning vegetables, solar energy and its use in agriculture, how to grow fish in ponds, gardening techniques, biomass energy production and other "appropriate community" technologies and activities will be displayed. USDA, with its orientation to rural communities, food and agriculture and management of natural resources, should be fully represented at the Fair. The Appropriate Technology Fair/Conference staff has requested USDA lecturers on such topics as measuring wood, identifying brucellosis in swine, growing vegetables, and on applying for a Farmers Home Administration loan.

Each agency of the Department should determine how it can assist the activities of ACT '79. Consider offering assistance such as:

1. providing technical assistance from program offices and laboratories;

2. making known the Fair/Conference to employees and constituent organizations;

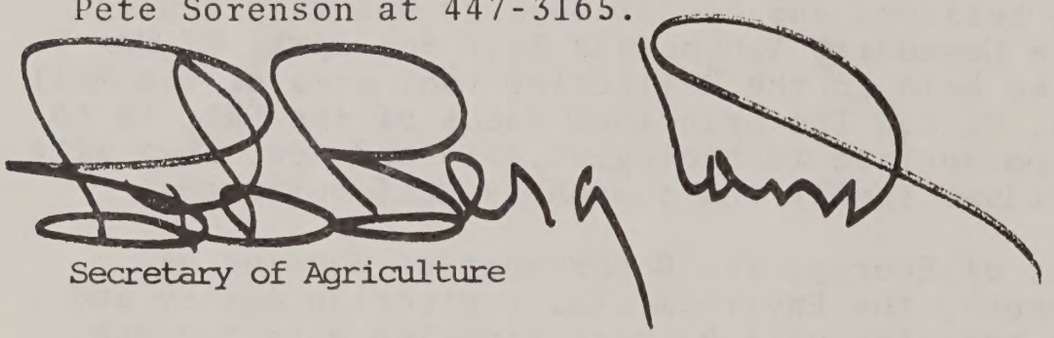
3. providing "speaker's bureau" support and make its availability known in advance;

4. providing USDA publications for distribution at the Fair.

ACT '79 offers a unique opportunity for the nation and the Department of Agriculture to encourage public participation in the development of locally appropriate food and agriculture systems.

Those USDA agencies which are engaged in program activities related to the objectives of ACT '79, are encouraged to provide financial and/or technical support to the extent appropriations are available for the purpose.

Further information on the Fair can be obtained from Pete Sorenson at 447-3165.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 25, 1981

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

The Use of Expert and Consultant Services in USDA

In accordance with OMB Bulletin 81-8, dated January 24, 1981, stating the 5 percent cut in the hiring of experts and consultants, this memorandum is being sent to reiterate the Administration's policy to avoid excessive, unnecessary and improper use of consultant and expert appointments. The proper use of the services provided by consultants and experts to the Federal Government is of concern to this Administration. It is your responsibility to see that consultant and/or expert services are obtained only when absolutely necessary. Although expert and consultant appointments are covered by the Federal hiring freeze, these provisions apply to current appointments and appointments that may be made when the freeze is lifted.

Some areas of concern include:

-- Use of experts to perform work of a policy-making or managerial nature. These functions should be retained directly by agency officials.

-- Repeated appointments of experts and consultants raise questions whether the work can be done by someone in the regular work force.

-- Use of consultants to provide studies and analyses which have no useful impact on agency operations.

-- "Revolving door" abuses whereby former Government employees may be improperly favored for expert and consultant appointments.

-- Conflicts of interest between consultants' and experts' advice and their other outside financial interests and affiliations.

-- Employment as an expert or consultant awaiting appointment from a Civil Service register to a competitive position.

I cannot stress enough the importance of compliance with Federal and Departmental regulations regarding the use of consulting services.

The improper employment of experts and consultants is not only illegal; it is wasteful and destroys the morale of the career specialists.

It is your responsibility to ensure that your agency complies with all Federal and Departmental regulations and to see that abuses of the system do not occur. I will hold you responsible if abuses such as those listed occur within your agency.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

MAY 20 1981

New Departmental Directives

All Employees

On May 15, 1981, USDA began using a new Departmental directives system. This new system will greatly improve USDA'a ability to issue policy and procedure in a timely and efficient fashion.

The system is composed of two types of permanent directives (Departmental Regulations and Departmental Manuals) and two types of temporary directives (Departmental Notices and Secretary's Memoranda). It will replace the following issuance systems:

(1) Administrative Regulations
(2) O&F Notices
(3) OBPE Notices
(4) Numbered and Unnumbered Secretary's Memoranda and
(5) Any other similar administrative issuances.

It is an integrated system which links Departmental administrative issuances through a single classification system. Because the classification system is functionally rather than organizationally based, future reorganizations will not have the adverse impact on the new system that they have had on the old.

A comprehensive index is also being developed which will enable users to identify all USDA regulations issued at the Departmental level.

Formal distribution of the directives establishing the new system and describing the classification system and distribution system are being distributed to all agencies and staff offices.

Questions regarding the system may be directed to the Information Systems and Planning Division, Data Services, Operations and Finance, Room 404-W, Administration Building or telephone inquiries may be made to Mrs. Jane Benoit, 447-9270.

Joan S. Wallace

JOAN S. WALLACE
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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February 25, 1982

SECRETARY'S ANNOUNCEMENT

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation (CCC) Charter Act, as amended, (15 U. S. C. §714g(a)) the President has appointed, with the advice and consent of the Senate, the following persons to serve as members of the Board of Directors of the CCC:

Seeley G. Lodwick

William G. Lesher

C. W. McMillan

Richard E. Lyng

Frank W. Naylor, Jr.

Mary C. Jarratt

Everett G. Rank

Under the provisions of Section 9(a) of the CCC Charter Act, as amended, the Secretary of Agriculture is an ex officio director and serves as Chairman of the Board. The appointments of Mr. Lodwick, Mr. Lesher and Mr. McMillan were dated April 14, 1981; that of Mr. Lyng, Mr. Naylor and Miss Jarratt were dated June 12, 1981; and that of Mr. Rank was dated October 28, 1981.

Secretary's announcement "Appointment of Board of Directors of Commodity Credit Corporation", dated July 29, 1981, is hereby superseded.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 20, 1982

SECRETARY'S ANNOUNCEMENT

APPOINTMENT OF DEPUTY UNDER SECRETARY

Mr. James H. Johnson has been designated to serve as Acting Deputy Under Secretary for Small Community and Rural Development effective December 20, 1982.

JOHN R. BLOCK
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 31, 1983

SECRETARY'S ANNOUNCEMENT

Designation of Acting Administrator

James O. Lee, Jr., is hereby designated to serve as Acting Administrator of the Animal and Plant Health Inspection Service, effective Monday, February 7, 1983. This designation will continue until withdrawn, or until a new Administrator has been appointed.

JOHN R. BLOCK
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 6, 1983

DEPARTMENTAL ANNOUNCEMENT

Designation of Director of Personnel

Effective May 31, 1983, Mr. William J. Riley, Jr., was named Director of Personnel.

JOHN J. FRANKE, JR.
Assistant Secretary
for Administration

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

FILE

DEPARTMENTAL REGULATION

NUMBER: 0120-1	
SUBJECT: Departmental Directives Classification System	DATE: June 20, 1983
	OPI: Information Management Division, Office of Information Resources Management

1 PURPOSE

This regulation prescribes the Departmental Directives Classification System. This system will be used in issuing, filing, and referencing Departmental directives.

2 SPECIAL INSTRUCTIONS/CANCELLATIONS

a DR 0120-1, Departmental Directives Classification System, March 4, 1981, is superseded by this regulation.

b The prinicipal changes to DR 0120-1 dated March 4, 1981, are:

(1) A more complete description of the principles of the classification system has been added to sections 2 and 3;

(2) Subcategories 1042, 1043, and 1044 have been changed to more accurately describe their content;

(3) Subcategories under 1400, Public Affairs, have been changed:

(4) Classification number 1600 has been designated Facilities and Space Management and subcategories changed to reflect material to be issued under 1600;

(5) Subcategories previously listed under 1600 have been moved to appropriate new subcategories under 1400 and 3000;

(6) Classification numbers 2100, Financial Management/ Accounting; and 2200, Fiscal Management, have been redesignated and their subcategories changed and expanded;

(7) Classification numbers 2500, Claims, and 2600, Pay and Allowances, have been added;

(8) Classification numbers 3000, Records Management; 3100, Management of Information Resources; 3200, ADP Management, and 3400, Information Management have been redesignated and their subcategories changed and expanded;

(9) Classification number 3300, Telecomunications Management, has been added;

DISTRIBUTION: 01

(10) Subcategories under 5100, Real Property Management, have been renumbered and expanded; and

(11) Classification number 9800, Economic and Statistics programs, has been added.

3 DESCRIPTION OF THE SYSTEM

The Departmental Directives System is designed to provide current, complete, concise, understandable, accessible, and revisable instructions which have general applicability to employees and organizations of the department. Key to the system is a classification system which groups together all directives on a specific subject so that the information is easy to locate, use, and store. The classification system is functionally rather than organizationally based.

The cornerstone of the Departmental Directives System is the classification (grouping) of directives. The Departmental Directives Classification System is intended to be a comprehensive list of broad USDA subjects in the administrative area that require instructions. It is adaptable and can be adjusted, expanded, or contracted as experience and new situations dictate.

The Classification System is user-oriented, i.e., both frequent and casual users should be able to readily identify what current Departmental directives exist on a given subject.

The Classification System is used to aid in filing and is also the basis for distribution. Holders of the system use the classification system to specify both the quantity and subject matter of directives they wish to receive. Those interested in a subject area receive all Departmental issuances classified in that subject area, regardless of the type of issuance--DR, DM, DN, or SM.

4 POLICY AND BACKGROUND

a Blocks of classification numbers are NOT reserved to individual organizations for exclusive use. A given office may be the predominant originator of directives in certain segments of the classification scheme, but this does not preclude other offices from using those numbers if there is need for them to write on those subjects. The guiding principle is that the classification number assigned should be one that will best identify a directive on a given subject.

b All directives issued in the Departmental Directives System (see DR 0110-1) will be assigned a subject classification number in accordance with Appendix A to this regulation.

5 ABBREVIATIONS

DM	Departmental Manual
DN	Departmental Notice
DR	Departmental Regulation
IMD	Information Management Division
SM	Secretary's Memorandum

6 DEFINITIONS

a Classification Number. The number which uniquely identifies each Departmental directive. It consists of a series designator, a classification code, and a serial number; e.g., DR 1041-1 would be the first Departmental Regulation on committee management.

b Series Designator. An alphabetical abbreviation indicating the series of a particular Departmental directive (e.g., DR, DM, DN, SM).

c Classification Code. A number indicating the basic subject matter of a specific directive; e.g., code 1041 indicates that the subject of a directive is committee management.

d Serial Number. A sequential number assigned by IMD which identifies a specific directive within a classification category or subcategory. Serial numbers are assigned consecutively within each directives series. (See section 8b.)

7 RESPONSIBILITIES

a Information Management Division, Office of Information Resources Management, will:

(1) Manage the Departmental Directives Classification System and serve as final authority on the selection of classification numbers;

(2) Assign the serial number to each directive prior to printing; and

(3) Type the serial number on the camera copy of each directive.

b Originators of Departmental Directives will:

(1) Select a code from Appendix A which identifies the subject matter of the proposed directive as narrowly and completely as possible;

(2) Recommend the proposed code on the AD-116 submitted to IMD prior to formal clearance of directives (see DR 0100-1, Departmental Directives System, appendix B, section 3); and

(3) After IMD approval, type the series designator and classification code on the final copy of the proposed directive.

8 ASSIGNING CLASSIFICATION NUMBERS

a When More Than One Subject Is Involved. Some directives could be classified under more than one subject. When this is the case, try to choose the subject which captures the principal message of the directive. For example, a directive on the Unauthorized Monitoring of Telephone Conversations could be classified under 3310, Voice Telecommuncations, or under 4090, Employee Responsibilities and Conduct. Only by reading the issuance can the proper classification code be determined.

b Within a Directives Series. Serial numbers are assigned by IMD consecutively within each series. For example, the first two Departmental Regulations on the subject of committee management would be numbered DR 1041-1 and DR 1041-2, respectively. The first Departmental Notice on this same subject would be numbered DN 1041-1.

9 FILING DEPARTMENTAL DIRECTIVES

a General. All directives do not receive the same distribution. The requester orders directives by classification number and individual office directives sets will contain only those issuances requested by that office. Individual directives sets, therefore, should be carefully maintained by matching them with periodically issued checklists.

b Arrangement of Material. Directives are printed on 3-hole punched paper for filing in binders. Binders should be clearly labeled for easy access to the material included.

(1) Departmental Regulations, Notices, and Secretary's Memoranda. These directives should be interfiled in binders in sequence by classification numbers.

(2) Departmental Manuals.

(a) Supplemental manuals like the Agricultural Procurement Regulations and the Department Personnel Manual should be interfiled with the external directives system they supplement.

(b) Independent, stand-alone manuals can be filed separately in their own binders or interfiled with other Departmental directives depending on their size.

APPENDIX A

SUBJECT CLASSIFICATION CODES

0100 DEPARTMENTAL DIRECTIVES SYSTEM

- 0110 Directive Systems Management and Operation
- 0120 Classification
- 0130 Distribution Codes
- 0140 Indexing

1000-1999 GENERAL MANAGEMENT AND ADMINISTRATION

1000 ORGANIZATION, AUTHORITIES, AND FUNCTIONS

- 1010 Organization
  - 1011 Principles of Organization (General)
  - 1012 Organization Planning
  - 1013 Manpower Planning
- 1020 Statements of Missions and Functions
- 1030 Delegations of Authority
- 1040 Committees and Boards
  - 1041 Committee Management
  - 1042 Statutory Advisory Committees
  - 1043 Nonstatutory Committees
  - 1044 Other Committees and Boards
- 1050 Intradepartment Relations
  - 1051 Relations with Field Activities

1100 MANAGEMENT IMPROVEMENT

- 1110 Management Policies and Procedures
- 1120 Management System Development
  - 1121 Project Management
- 1130 Management Studies and Analyses
  - 1131 Workload Analysis and Measurement
  - 1132 Productivity Analysis
- 1140 Management Improvement Programs

1200 PROGRAM PLANNING AND EVALUATION

- 1210 Program Goals and Objectives
- 1220 Program Planning
- 1230 Program Review and Evaluation
- 1240 Program Impact Analysis
- 1250 Program Decision Systems
- 1260 Legislative Programs and Reports

1300 EXTERNAL RELATIONS

- 1310 Executive Branch Relations
  - 1311 White House and Executive Office Relations
  - 1312 Interdepartmental Relations
  - 1313 Temporary Agencies, Commissions, Task Forces, etc.
  - 1314 Formal Agreements and Memoranda of Understanding
- 1320 Legislative Branch Relations
  - 1321 Senate Relations
  - 1322 House of Representatives Relations
  - 1323 Congressional Hearings and Testimony
  - 1324 GAO/GPO/Other Legislative Branch Relations
  - 1325 Reports to Congress
- 1330 Judicial Branch Relations
- 1340 State and Local Agency Relations
- 1350 International Relations
- 1360 Public and Special Interest Groups and Organizations
- 1370 Industrial and Commercial Organizations
- 1380 Professional Societies and Associations
- 1390 Educational Institutions (including Libraries, Museums, etc.)

1400 PUBLIC AFFAIRS

- 1410 Publishing
- 1420 Composition and Printing
  - 1421 Copy and Duplication
  - 1422 Photocomposition
- 1430 Publication Distribution
- 1440 News Releases, Speeches and Current Information
- 1450 Radio and Television
- 1460 Media and Public Liaison
- 1470 Graphic and Exhibit Design
- 1480 Photography
- 1490 Video and Film

1500 LEGAL AFFAIRS AND PROCEEDINGS

- 1510 Coordination and Clearance Services
  - 1511 Legislative Review
  - 1512 Regulatory and Program Review
  - 1513 Legal Advice and Opinions
- 1520 Legal Proceedings
  - 1521 Departmental and Administrative Proceedings
  - 1522 Judicial Proceedings
- 1530 Employee Involvement in Legal Proceedings

1600 FACILITIES AND SPACE MANAGEMENT

- 1610 Space Planning, Classification and SLUC
- 1620 Space Acquisition and Assignment
- 1630 Space Utilization
- 1640 Alterations and Maintenance
- 1650 Building Safety/Security
- 1660 Parking Services
- 1670 Utility Services
- 1680 Conference Rooms/Auditoriums/ Vendor Services

1700 INVESTIGATIONS AND AUDITS

- 1710 Investigations
- 1720 Audits

1800 EMERGENCY PREPAREDNESS AND CONTINGENCY PLANNING

- 1810 Emergency Procedures and Planning (Crisis Management)
- 1820 Civil Defense Program
- 1830 Nature and Other Disasters

2000-2999 BUDGET AND FINANCE

2000 BUDGET DEVELOPMENT, PRESENTATION AND EXECUTION

- 2010 Budget Planning
- 2020 Budget Development
- 2030 Budget Presentation
- 2040 Budget Execution
- 2050 Budget Reporting

2100 FINANCIAL MANAGEMENT/ACCOUNTING

- 2110 Accounting Systems
- 2120 Cash Management
- 2130 Debt Management
- 2140 Liabilities
- 2150 Revenues
- 2160 Cost Distribution
- 2170 Cost Determination (A-76)
- 2180 Property

2200 FISCAL MANAGEMENT

- 2210 Appropriations, Receipts and Fund Accounts
- 2220 Collections
- 2230 Obligations
- 2240 Disbursements
- 2250 Imprest Funds
- 2260 Withdrawals, Restorations, and Transfers of Appropriation Balances
- 2270 Accountable Officers
- 2280 Fiscal and Accounting Codes

2300 TRAVEL AND TRANSPORTATION

- 2310 Temporary Duty Travel-Domestic
- 2320 Temporary Duty Travel-Foreign
- 2330 Relocation
- 2340 Sickness or Death while in Travel Status
- 2350 Transporation of Things

2400 FEDERAL ASSISTANCE

- 2410 Educational Institutions
- 2420 State and Local Governments
- 2430 Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- 2440 Loans
- 2450 Grants

2500 CLAIMS

- 2510 Claims against the U.S.
- 2520 Debt Claims
- 2530 Dual Compensation Debts
- 2540 Damage/Loss of Government Property
- 2550 Damage/Loss of Shipments
- 2560 Irregularities/Discrepancies
- 2570 Waivers

2600 PAY AND ALLOWANCES

- 2610 Internal Control
- 2620 Principles and Standards
- 2630 Special Allowances to Civilian Employees

3000-3999 INFORMATION RESOURCES MANAGEMENT

3000 RECORDS MANAGEMENT

- 3010 Directives Management
- 3020 Forms Management
- 3030 Reports Management
  - 3031 Public Paperwork Burden Control
- 3040 Files Management
- 3050 Mail Management
  - 3051 Automated Mailing Lists
  - 3052 Messenger Services
- 3060 Correspondence Management
- 3070 Micrographics Management
- 3080 Records Disposition
- 3090 Vital Records

3100 MANAGEMENT OF INFORMATION RESOURCES

- 3110 Planning
  - 3111 Long Range Planning
  - 3112 Capacity Planning
- 3120 Standards
- 3130 Technical Approval
- 3140 Security
- 3150 Review and Evaluation

3200 ADP MANAGEMENT

- 3210 Design and Development
- 3220 Resource Acquisition
- 3230 Resource Utilization
- 3240 Operations

3300 TELECOMMUNICATIONS MANAGEMENT

- 3310 Voice Telecommunications
- 3320 Data Telecommunications
- 3330 Radio Communications
- 3340 Employee Locator Services

3400 INFORMATION MANAGEMENT

- 3410 Information Collection
- 3420 Information Dissemination
- 3430 Information Sharing
- 3440 Classified and Sensitive Information
- 3450 FOIA and Privacy

4000-4999 HUMAN RESOURCE MANAGEMENT

4000 EMPLOYMENT

- 4010 Recruitment, Selection, and Placement
- 4020 Personnel Actions
- 4030 Selective Placement Programs
- 4040 Special Appointments
- 4050 Position Classification, Pay, and Allowances
- 4060 Employee Benefits
- 4070 Attendance and Leave
- 4080 Reduction-in-Force
- 4090 Employee Responsibilities and Conduct

4100 EMPLOYEE DEVELOPMENT, PERFORMACE, AND UTILIZATION

- 4110 Orientation
- 4120 Training
- 4130 Incentives and Awards
- 4140 Performance Evaluations

4200 PERSONNEL RELATIONS AND SERVICES

- 4210 Grievance Procedures
- 4220 Labor-Management Relations
- 4230 Special Acitvities and Programs

4300 EQUAL OPPORTUNITY

- 4310 Affirmative Action
- 4320 Complaint Investigations
- 4330 Compliance
- 4340 Civil Rights Impact Statements
- 4350 Equal Opportunity in Housing
- 4360 Outreach-Public Notification
- 4370 Data Collection and Evaluation

4400 SAFETY AND HEALTH

- 4410 Program Management
- 4420 Education/Training
- 4430 Employee Services
- 4440 Supervision
- 4450 Evaluation

4600 PERSONNEL SECURITY

- 4610 Security Clearance
- 4620 Identification Cards, Passes, Badges

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 22, 1983

SECRETARY'S ANNOUNCEMENT

Agency Name Change

The Office of Minority Affairs is hereby renamed the Office of Equal Opportunity. The name Office of Equal Opportunity better reflects the diversity of functions within the office. It provides a clear representation of the office's mission of ensuring equal access for all individuals to employment opportunities within the Department and to services provided by the Department.

The Department is committed to its civil rights effort and takes seriously its responsibility for providing equal opportunity throughout its programs and agencies. The name Office of Equal Opportunity will exemplify this commitment as the office establishes programs and policies that will insure the vigorous enforcement of civil rights throughout the Department.

John R. Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 23, 1983

SECRETARY'S ANNOUNCEMENT

GERMAN-AMERICAN TRICENTENNIAL OBSERVANCE

President Ronald Reagan, with the authorization of Congress, has designated 1983 as the Tricentennial Anniversary Year of German Settlement in America, in commemoration of the arrival of the first German settlers in the New World. On October 6, 1683, thirteen Mennonite families from Krefeld on the Rhine -- the founders of Germantown, Pennsylvania -- landed in Philadelphia. Over the next three centuries, seven million Germans chose America as their homeland. Nearly 25 percent of our citizens, almost fifty million Americans living today, claim German ancestry. They form this nation's second largest ethnic group.

The governments of the United States and the Federal Republic of Germany have established special bodies to promote German-American contacts and strengthen our bilateral ties in the context of the Tricentennial observance. The United States has established an interagency Steering Committee on U.S.-German Contacts under the direction of the U.S. Information Agency to coordinate American activities. The Steering Committee has recommended that every government agency give particular attention to this important bilateral relationship. Accordingly, the Department of Agriculture is seeking to introduce the Tricentennial theme into many of the routine contacts our agency has with West Germany and to cultivate new exchanges. Speeches before German audiences and meetings with government officials and with the German press are being arranged for USDA officials traveling in Europe. The Anuga Trade Fair, which will take place in October in Cologne, will incorporate a Tricentennial theme in its display. The 4-H Program has been particularly active in arranging special exchanges with German youth this year.

I would encourage each office in the Department to give thought to ways of improving our contacts with the Federal Republic of Germany in the context of the Tricentennial observance. Bud Anderson, Assistant Administrator, International Trade Policy, Foreign Agricultural Service, is the USDA representative on the interagency Steering Committee. Please contact him at 447-6887 if you have any ideas.

John R Block

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 16, 1984

SECRETARY'S ANNOUNCEMENT

Highly Pathogenic Avian Influenza

Avian Influenza (AI), a very contagious disease of chickens and turkeys, was diagnosed in several southeastern counties in Pennsylvania in late October 1983. A task force of over 300 State, Federal, and military personnel was established to eradicate the outbreak; and a Federal quarantine was imposed on November 4, 1983, followed on November 9, 1983, by a Declaration of an Extraordinary Emergency.

The disease, which is not hazardous to humans, is easily spread by people, vehicles, equipment, egg flats, and infected poultry. To date, there have been over 200 premises in Pennsylvania and one in New Jersey declared infected which has resulted in the depopulation of more than eight million birds at a total cost of approximately $20 million. The low pathogenic form of the disease has been diagnosed on several premises in Maryland and Virginia, and those affected flocks have been depopulated.

Although the disease has been confined primarily to southeastern Pennsylvania, its potential for spread poses a very serious threat to our Nation's poultry industry. Therefore, I am requesting that all employees not directly involved with the eradication efforts refrain from visiting poultry premises until eradication is achieved. If your duties require that you visit such premises, extreme caution and proper decontamination procedures must be observed.

John R Block

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 1, 1984

SECRETARY'S ANNOUNCEMENT

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation (CCC) Charter Act, as amended, (15 U. S. C. §714g(a)) the President has appointed, with the advice and consent of the Senate, the following persons to serve as members of the Board of Directors of the CCC:

William G. Lesher

C. W. McMillan

Richard E. Lyng

Frank W. Naylor, Jr.

Mary C. Jarratt

Everett G. Rank

Daniel G. Amstutz

Under the provisions of Section 9(a) of the CCC Charter Act, as amended, the Secretary of Agriculture is an ex officio director and serves as Chairman of the Board. The appointments of Mr. Lesher and Mr. McMillan were dated April 14, 1981; that of Mr. Lyng, Mr. Naylor and Miss Jarratt were dated June 12, 1981; that of Mr. Rank was dated October 28, 1981; and that of Mr. Amstutz was dated August 1, 1983.

Secretary's announcement "Appointment of Board of Directors of Commodity Credit Corporation", dated February 25, 1982, is hereby superseded.

John R Block

Secretary of Agriculture

5000-5999 PROPERTY AND ACQUISITION MANAGEMENT

5000 ACQUISITION MANAGEMENT

5001 Federal Acquisition Regulation System
5002 Definitions of Words and Terms Used in Contracting
5003 Improper Business Practices and Personal Conflicts of Interest
5004 Acquisition Administrative Matters
5005 Publicizing Contract Actions
5007 Acquisition Planning
5008 Required Sources of Supplies and Services
5009 Contractor Qualifications
5010 Specifications, Standards and Other Purchase Descriptions
5011 Acquisition and Distribution of Commercial Products
5012 Contract Delivery or Performance
5013 Small Purchase and Other Simplified Purchase Procedures
5014 Formal Advertising
5015 Contracting by Negotiation
5016 Types of Contracts
5017 Special Contracting Methods
5019 Small Business and Small Disadvantaged Business Concerns
5020 Labor Surplus Area Concerns
5022 Application of Labor Laws to Government Acquisitions
5023 Environment, Conservation, and Occupational Safety
5024 Protection of Privacy and Freedom of Information in Contracting
5025 Foreign Acquisition
5028 Bonds and Insurance
5029 Taxes
5030 Cost Accounting Standards
5031 Contract Cost Principles and Procedures
5032 Contract Financing
5033 Disputes and Appeals
5034 Major System Acquisition
5035 Research and Development Contracting
5036 Construction and Architect-Engineer Contracts
5037 Service Contracting
5038 Federal Supply Schedule Contracting
5039 Acquisition of Information Resources
5042 Contract Administration
5043 Contract Modifications
5044 Subcontracting Policies and Procedures
5045 Government Property
5046 Quality Assurance
5047 Transportation
5048 Value Engineering
5049 Termination of Contracts
5050 Extraordinary Contractual Action
5051 Use of Government Sources by Contractors
5052 Solicitation Provisions and Contract Clauses

5100 REAL PROPERTY MANAGEMENT

- 5110 Acquisitions
  - 5111 Purchase, Donations, Exchanges, Transfers
  - 5112 Leasing
- 5120 Utilization
- 5130 Disposition
- 5140 Historical Significance/Preservation
- 5150 Relocation Assistance
- 5160 Use of Official Agency Symbols

5200 PERSONAL PROPERTY MANAGEMENT

5300 SUPPLY MANAGEMENT

5400 FLEET MANAGEMENT

5500 ENERGY MANAGEMENT

5600 ENVIRONMENTAL PROTECTION

5700 PATENTS, COPYRIGHTS AND TRADEMARKS

6000-8999 RESERVED

9000-9999 PROGRAM AREAS

9000 FOOD AND CONSUMER PROGRAMS

9100 MARKETING AND TRANSPORTATION PROGRAMS

9200 INTERNATIONAL AFFAIRS PROGRAMS

9300 COMMODITY PROGRAMS

9400 RURAL DEVELOPMENT PROGRAMS

9500 NATURAL RESOURCES AND ENVIRONMENTAL PROGRAMS

9600 SCIENTIFIC AND EDUCATION PROGRAMS

9700 SOCIOECONOMIC PROGRAMS

- 9710 Preference Programs
- 9720 Minority Bank Deposit Programs

9800 ECONOMIC AND STATISTICS PROGRAMS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 23, 1985

SECRETARY'S ANNOUNCEMENT

Designation of Assistant Secretary,
Natural Resources and Environment

Peter C. Myers is hereby designated to serve as Assistant Secretary, Natural Resources and Environment effective Monday, January 21, 1985.

This designation will continue until further notice.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 29, 1985

SECRETARY'S ANNOUNCEMENT

National Afro-American (Black) History Month

February 1, 1985 is the beginning of the fifty-ninth annual Afro-American (Black) History Month. Black History Month is a time for recognition and celebration of the many contributions that Blacks as a group have made to American History.

The observance of Afro-American History was initiated by Dr. Carter Godwin Woodson, founder of the Association for the Study of Afro-American Life and History, Inc. The annual observance of Black History Month provides us the opportunity to acknowledge and to show appreciation for the role that Black Americans have played in the development of this nation. It is a time when we can gratefully acknowledge the valuable Afro-American heritage and transcend past struggles.

The national theme for Black History Month is "The Afro-American Family: Historical Strengths for the New Century." The Department of Agriculture will sponsor several commemorative activities in presenting this theme.

It is a privilege for me to call on the employees of the Department of Agriculture to join in this important time of exploring, learning, appreciating, and saluting Americans who have made major contributions to this great nation.

John R Block

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 25, 1985

SECRETARY'S ANNOUNCEMENT

Asian-Pacific American Heritage Week, May 4-11, 1985

Much of America's greatness -- indeed, her uniqueness -- emanates from her citizens and the strength they generate through their commitment to cultural diversity and economic and political freedoms.

Asian and Pacific Americans have contributed much to the strength of our great nation -- to our free enterprise system, to the richness of our heritage, to our conscience as a nation, and to our many fields of endeavor. Such contributions have left their collective legacy on America. In turn, the character and strength behind that legacy epitomizes this year's theme for Asian-Pacific American Heritage Week -- "Fulfilling America's Promise."

In recognition of the many accomplishments of Asian and Pacific Americans, May 4-11, 1985, has been designated as Asian-Pacific American Heritage Week. I invite you to participate in activities which appropriately commemorate the contributions which these Americans have made and continue to make to this nation.

John R Block

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 18, 1988

SECRETARY'S ANNOUNCEMENT

NATIONAL CONSUMERS' WEEK

The U.S. Department of Agriculture will observe National Consumers' Week April 24-30, 1988.

This year's theme, "Consumers Buy Service," is especially appropriate for the Department of Agriculture because our most important function is providing service to millions of Americans every day. In fact, many of our agencies even have the term "service" in their names.

On Tuesday, Wednesday and Thursday, April 26-28, there will be an exhibit on the Patio of the Administration Building called "Serving Consumers With Technology." Each day, from 11:30 a.m. to 1:30 p.m., there will be demonstrations of how the Department is using technology to serve consumers more efficiently.

Please plan to visit the exhibit for an update on the Department's consumer services and publications and pick up free materials that will help you in your work and as a consumer.

Richard E. Lyng
SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 13, 1988

DEPARTMENTAL ANNOUNCEMENT

Computer Security

This is to bring to your attention the requirements of the Computer Security Act of 1987 (Public Law 100-235). In passing this Act on January 8, 1988, Congress declared that, ". . . improving the security and privacy of sensitive information in Federal computer systems is in the public interest . . . ." The Act further requires each Federal agency to ". . . provide for mandatory periodic training in computer security awareness and accepted computer practices of all employees who are involved with the management, use, or operation of each Federal computer system . . . ."

Each of us needs to be aware of our responsibilities for the use, protection, and release of information, as contained in Section 0.735-20 of Appendix I, of Your Employee Handbook, concerning Employee Responsibilities and Conduct. In addition, those of us who operate or supervise the operation of automated data processing equipment need to be aware of additional security and safety concerns. Some of these basic concerns include: loss of data; threats; computer crimes; and, abuse or unauthorized use of equipment and software.

Some simple precautions for all users of computers include:

1. Use meaningless character strings for passwords, safeguard and do not share passwords, and change them frequently;

2. Inspect your data to ensure someone has not tampered with the data;

3. Backup your data at frequent intervals;

4. Never leave an active terminal unattended;

5. Cover unused equipment;

6. Label all diskettes;

7. Do not leave sensitive data in a personal computer that does not have password entry or lock--use diskettes and lockup;

8. Beware of borrowed or unsolicited software--these may contain a computer "virus" designed to capture, alter, or destroy data; and,

9. Practice good housekeeping at all times, including not smoking, drinking, or eating around the personal computer or terminal.

Operators are responsible for having a good working knowledge of their equipment and software and skill in their use. If you operate a computer and believe you do not have such knowledge or skill, ask your supervisor for training. Managers and supervisors of any automated data processing resources, including personal or micro computers, have a responsibility to assess the sensitivity of data; advise their employees dealing with the data of the sensitivity; and provide an environment conducive to security. Any operator, user of computer data, supervisor, or manager who has a question on what data is sensitive, should ask his/her supervisor. Each agency has a designated security staff to provide advice and guidance. Also, further information and guidance on computer security can be found in Departmental Manual 3140-1, ADP Security Manual, and Departmental Regulation 3130-2, Microcomputer Policy.

This memorandum will serve as the primary method for meeting the requirement for security training under the Act. However, should you need additional training or information, computer security will be one of several areas of study in a series of generic computer training programs soon to be announced. In addition, some private and public institutions are offering security training. Agencies may also wish to issue additional guidance or training to supplement the information included in this memorandum.

JOHN J. FRANKE, JR.
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 4, 1989

SECRETARY'S ANNOUNCEMENT

Delegation of Authority

Neal Sox Johnson, Acting Associate Administrator of the Farmers Home Administration (FmHA), is hereby delegated authority to perform all functions delegated to the Administrator of FmHA as described in 7 CFR 2.70(a), and is likewise designated to serve as Acting Administrator for these purposes. These delegations of authority are subject to the reservations stated in 7 CFR 2.70(b), and to policy guidance and direction by the Under Secretary for Small Community and Rural Development. These delegations of authority shall be effective immediately and shall continue in effect until withdrawn or until a new Administrator has taken office.

Richard E. Lyng

RICHARD E. LYNG
Secretary

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION	NUMBER: 1044-2
SUBJECT: Secretary's Policy Coordination Council	DATE: August 31, 1989
	OPI: Office of the Secretary

1 PURPOSE

This regulation establishes the USDA Policy Coordination Council. The Council shall meet at the call of the Chairman to determine policy and resolve issues which necessitate coordination across areas of responsibility of two or more Under or Assistant Secretaries.

2 CANCELLATION

This regulation supersedes Departmental Regulation 1044-2, dated January 6, 1983.

3 POLICY

It is the policy of USDA to promote strong and effective intra-departmental coordination and cooperation in pursuing the missions and implementing the programs of the Department of Agriculture. The Council will formulate Departmental policy where crosscutting issues require intradepartmental coordination, and resolve internal differences that arise in the implementation of the Council's policy decisions.

4 ORGANIZATION

a General. The Council shall be chaired by the Deputy Secretary or, in his absence, by his designee. Council membership shall include the Deputy Secretary all Under and Assistant Secretaries, the General Counsel, the Director of Public Affairs, and such other full time employees of the Department as may be designated by the Deputy Secretary.

Smaller working groups may be appointed by the Deputy Secretary, with such membership as the Deputy Secretary may determine. Working group chairmen shall also be appointed by the Deputy Secretary, the expectation being that the lead Under or Assistant Secretary or the Administrator of the lead agency, as appropriate, will be named Chairman.

b Executive Director. A USDA employee, designated by the Council Chairman, shall serve as Executive Director of the Council and shall be responsible for administration of its functions.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

September 9, 1989

SECRETARY'S ANNOUNCEMENT

HISPANIC HERITAGE MONTH-1989

This year National Hispanic Heritage Month will be observed by the Federal Government and the Department of Agriculture from September 15 through October 15, 1989. The official national theme for the 1989 observance, "Five Hundred Years of Hispanic Heritage 1492-1992...The Continuing Adventure," is the second segment of a national five year theme which culminates in 1992.

This special month will be acknowledged throughout the Department with a series of events beginning with the Department's opening ceremony on Friday, September 15, 1989, in the Patio of the Administration Building. Other activities during the month will include: guest speakers, workshops and exhibits sponsored by USDA agencies, USDA Hispanic Employment Program Management Council and USDA Hispanic American Cultural Effort. These events are designed to increase our awareness of the many contributions of Hispanic Americans to our country. A schedule of events listing time and locations will be available in the next few weeks. I encourage all employees to participate in as many of these activities as time and work schedules permit.

I wish to take this opportunity to reemphasize my support of the Hispanic Employment Program that addresses the need to increase the representation of Hispanics in our work force, and to enhance opportunities in training and job assignments.

Field installations and headquarters offices are encouraged to conduct similar activities during the month.

for Clayton Yeutter
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 17, 1989

MEMORANDUM TO ALL USDA EMPLOYEES

Release of Official Information

Employees of the Department are reminded that unauthorized disclosure of official information can have a detrimental impact upon the Department's ability to perform its mission. Furthermore, release of official information may be subject to statutory and administrative restrictions. Violation of these restrictions may result in imprisonment, criminal fine, and administrative action.

A general restriction on the release of information acquired through one's official position is set forth at 7 CFR 0.735-20(a), which prohibits an employee from:

> using or giving information acquired through his or her official position, prior to its release to the general public, to advance the interests of himself or herself, his or her family, associates, or friends, or any other person or enterprise.

A second area of concern involves release of information affecting "market value." In this regard, Department employees are subject to the restrictions of 7 CFR 0.735-20(d), which implement and expand upon the criminal prohibitions found in 18 U.S.C. 1902. The regulation provides that:

> unauthorized, premature disclosure of information which might influence or affect the market value of any product of the soil grown within the United States, or of any information which by law or rule of the Department is required to be withheld from publication until a fixed time is punishable by fine and imprisonment unless such release is determined to be required by the Freedom of Information Act.

In addition to the foregoing, section 27 of the Office of Federal Procurement Policy Act Amendments of 1988, codified at 41 U.S.C. 423 (1988), prohibits anyone who is given authorized or unauthorized access to proprietary or source selection information from knowingly divulging it, during the conduct of any Federal agency procurement of property or services, to any person other than a person authorized by the head of the agency or the contracting officer to receive such information.

In summary, when releasing, transmitting, or otherwise disclosing information acquired through one's official position, reference should be made to the regulatory provisions. Furthermore, when transmitting such information to authorized personnel, including other Government officials and employees, care should be given to apprise the recipient of the restricted nature of the information.

For further information, contact Cherie Cozin at 447-9272.

SECRETARY OF AGRICULTURE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

February 5, 1990

MEMORANDUM TO ALL EMPLOYEES
IN THE WASHINGTON, D.C., METROPOLITAN AREA

WASHINGTON, D.C., COMPLEX CHILD CARE CENTER

Quality child care is one of the most pressing issues for working parents. Many USDA employees are working parents who need and use child care services for their young children.

I am aware that an onsite child care facility located in the Washington, D.C., complex has long been the wish of many USDA employees. I am very pleased to announce that the Department of Agriculture has designated space in the Auditors Building to house a child care center for USDA employees.

I have asked Adis M. Vila, Assistant Secretary for Administration, to establish the USDA child care center. The anticipated opening date for the child care center is early 1991. The center is expected to accommodate between 80 and 90 children. Ms. Vila will update you on the project as it progresses.

Clayton Yeutter
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 16, 1990

SECRETARY'S ANNOUNCEMENT

Furlough Program

By the end of August many of you will have received formal notice of a possible furlough beginning in October. Issuance of these notices is necessary so that we can comply with the legal requirement to achieve across-the-board budget savings if the Congress and the Administration are not successful in achieving a budget agreement.

The Secretary and I are very much aware of the difficulties any furloughs would cause both for our employees and for those who depend on USDA services. In the next several weeks we will do everything possible to keep you informed about the situation as it unfolds. Hopefully, the problem will be resolved and these actions will prove unnecessary. In the meantime, I know that we can count on you to continue to carry out your responsibilities with your usual professionalism and dedication as Congress and the Administration undertake difficult budget negotiations.

Jack Parnell
~~Acting~~ Secretary

THE SECRETARY OF AGRICULTURE
WASHINGTON, D. C. 20250

October 5, 1990

Dear USDA Employee:

Tuesday, October 16, 1990 is the tenth annual World Food Day; a day when people and governments in more than 150 countries around the world pause to reflect on what an absolute necessity a safe and abundant source of food is to a healthy, peaceful and prosperous world.

It is appropriate that USDA is a World Food Day sponsor, as American agriculture provides enough food and fiber to feed every person in the United States, plus millions of people overseas. Thanks to this incredible agricultural bounty, and the generosity of the American people, the United States is also the world's largest food aid donor, contributing more than eight million tons of food this year worth more than $1.7 billion. As supporters of America's farms and farm industry, that is something we should all be proud of.

Today, I'm asking for your support in another way. I'm asking you to join me in a one-week food drive to benefit the Capital Area Community Food Bank. It is the area's only food bank and provides food to nearly 700 charities, from soup kitchens to eldercare feeding programs to emergency food package distribution.

To participate, all you have to do is bring some canned, dried, or otherwise non-perishable foods to the Department during our World Food Week celebration, October 15 - 19, and put it into one of the specially-designed collection barrels marked "MISSION: NUTRITION" located at USDA facilities throughout the Washington metropolitan area.

This is a very worthwhile cause, and one in which I hope you will participate. It's quick, it's easy, and yet will mean so much to so many needy and appreciative people. So join me and together let's make this the biggest and best World Food Week ever!

Thank you.

Sincerely,

Clayton Yeutter

United States Department of Agriculture
Office of The Secretary
Office of Personnel
Washington D.C. 20250

November 28, 1990

MEMORANDUM TO ALL EMPLOYEES

Changes in Ethics Laws as of January 1, 1991

The "Ethics Reform Act of 1989" contains several new provisions. Briefly highlighted below are those that become effective on January 1, 1991. Employees on the rolls on the effective date are automatically covered by these restrictions. Employees who leave Federal service on or before December 31, 1990, will be covered by the existing post-employment restrictions.

Post-Employment Restrictions

If you worked in trade or treaty negotiations with information exempt from disclosure, you cannot represent, aid, or advise any other person, on the basis of that information, in connection with such ongoing trade or treaty negotiations, for 1 year after leaving the Government.

For 1 year after termination, Senior Personnel (any employee paid at Executive Level V, its equivalent, or above) may not represent any foreign government or foreign political party before any U.S. agency.

A violation of the post-employment restrictions may result in imprisonment for up to 1 year, or fine, or both. A willful violation can result in imprisonment for up to 5 years, or fine, or both. The Government also can: bring civil action against an offender with penalties up to $50,000 for each violation, or the amount received by the offender as income from the prohibited conduct, whichever is greater; or seek injunctive relief to stop the prohibited conduct.

Please note that the Reform Act retains the following restrictions from current law:

-- After leaving the Government, you can never communicate with, or appear before, a current Government employee, on behalf of anyone, or otherwise represent anyone other than the United States, in a matter on which you worked personally and substantially for the Government.

-- If someone who was your subordinate worked on a matter, but without your involvement, you cannot communicate with, or appear before, a current Government employee, on behalf of anyone, or otherwise represent anyone other than the United States, in that same matter, for 2 years after leaving the Government.

-- Senior Personnel cannot communicate with, or appear before, the Department in any matter whatsoever, with the intent to influence a decision of any kind, for 1 year after their termination.

Financial Disclosure Reports (Forms SF-278 and AD-392)

The Reform Act provides that, if you are required to submit a financial disclosure report under the Ethics in Government Act of 1978 and do not do so within 30 days after the deadline for filing, you will be required to pay a filing fee of $200.

Honoraria

No employee can accept an honorarium for any reason whatsoever. An employee can have an honorarium of up to $2,000 paid directly to a charity as long as he or she does not derive any financial benefit. Honoraria paid directly to charity is not treated as income to the employee, and the employee cannot use it as a deduction for income tax purposes. (Note: The Office of Government Ethics currently is considering the scope of the honoraria restrictions).

Outside Employment and Earned Income

Non-career employees whose pay is equal to, or greater than, the minimum rate payable for positions above GS-15 (that is, 120 percent of Step 1 of GS-15) may not have outside earned income exceeding 15 percent of the pay for Level II of the Executive Schedule. Further, the outside employment of such employees is subject to limitations as to nature of employer and nature of duties. For violation of these rules, the courts may assess civil penalties of not more than $10,000, or the amount of compensation, whichever is greater.

You should remember that Department regulations require you to obtain advance approval for outside employment of any kind.

The above-mentioned changes are significant, but they are only part of the changes made by the "**Ethics Reform Act of 1989**." You will hear more about the Act in the months to come.

If you have questions about the restrictions mentioned above, you should contact your personnel office for the name and location of the ethics counselor(s) for your agency.

Larry B. Slagle

LARRY B. SLAGLE
Director of Personnel

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 20, 1990

MESSAGE FROM THE SECRETARY OF AGRICULTURE

TO THE EMPLOYEES OF THE USDA

This last year has been very important for the Department of Agriculture. Our challenges and accomplishments have been many, including the 1990 Farm Bill, food safety, the environment, international trade relations, and feeding those less fortunate, as well as administering farm programs for America's heartland.

It is appropriate during these holidays to look back on our achievements because they have come to pass thanks to the hard work and dedication of professionals like yourself. In the spirit of the season I would like to extend my personal thanks and appreciation to you for the part you've played in making this a most rewarding and successful year.

Now is the time to reflect on the importance of our families, and the values of home and country, and to rededicate ourselves to reaching for the highest goals. Let's also remember the courageous men and women serving our country in Operation Desert Shield.

As we enter 1991, there is new ground to be broken, new actions to be taken. Exciting and stimulating challenges lie ahead. I ask for your continued support and encouragement as we confront them.

Most of all, I wish you and your family a joyful holiday season and a blessed New Year!

Clayton Yeutter

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 5, 1991

SECRETARY'S ANNOUNCEMENT

UNITED STATES HOLOCAUST MEMORIAL COUNCIL
DAYS OF REMEMBRANCE

In 1980 a unanimous Congress mandated the United States Holocaust Memorial Council to lead the Nation in remembering the Holocaust -- the systematic murder of six million Jews and the persecution and murder of millions of other innocent victims -- in two important ways: through annual civic observances of Days of Remembrance; and through the creation, with private funds, of a national Holocaust Memorial Museum, now under construction.

In order to reflect on the shift in Nazi policy toward the Jews during 1941 from persecution to extermination, the U.S. Holocaust Memorial Council is sponsoring the annual civil observance of Days of Remembrance from Sunday, April 7 through Sunday, April 14, 1991. The theme is, "Fifty Years Ago: From Terror to Systematic Murder."

I am taking this opportunity to remind each of you of the dangers of hatred, bigotry and indifference to evil. President Bush has said:

> **"Thus, the Holocaust has taught us a painful lesson about individual accountability and collective responsibility in the face of evil. The challenge before us today is clear -- we must remember, and we must resolve: never again."**

Each year millions of Americans across the country observe the Days of Remembrance through study programs, meditation and prayer, proclamations issued by governors and mayors, and solemn civic commemoration ceremonies. I am sure that each of us wants a safer, more humane world for our children and following generations. By learning from the lessons of the Holocaust, we can create such a world.

Edward Madigan
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 30, 1991

SECRETARY'S ANNOUNCEMENT

1991 Savings Bond Campaign

In 1991, we will "Celebrate An American Tradition - 50 Years of U.S. Savings Bonds." During the past 50 years, Savings Bonds have made it possible for millions of Americans to meet many of their personal goals and to fulfill their dreams.

While much has changed between 1941 and 1991, some things have not. Still with us are the needs to save money, to finance educations and homes, to meet day to day expenses and to plan for retirement-- and U.S. Savings Bonds can help.

Savings Bonds have had a long history of success, and they are geared towards the future. Today's bonds enjoy the advantages of variable rates in a changing market, freedom from state and local income tax, ease of purchase and guaranteed safety. In addition, bonds purchased in 1990, and later, offer the benefit of a potentially tax-free education to qualified buyers.

Please join us for the 1991 USDA U.S. Savings Bonds Campaign Kick-Off Rally on Wednesday, May 15, 1991, at 2:30 p.m. in the Jefferson Auditorium. We have a great program planned, including the autographing of your dollar bill by the Treasurer of the United States, the Honorable Catalina Villalpando.

Look ahead towards the next 50 years. Buy U.S. Savings Bonds.

Edward Madigan

EDWARD MADIGAN
Secretary

Chairman
USDA U.S. Savings Bonds Campaign

Charles E. Hess

CHARLES E. HESS
Assistant Secretary
Science and Education

Vice-Chairman
USDA U.S. Savings Bonds Campaign

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

Secretary's Announcement
Memorial Day
May 27, 1991

Memorial Day is a special day for all Americans to pay respect to our Nation's service men and women who gave their lives for our country and for the cause of freedom throughout the world. Originally, Memorial Day was instituted to honor those who died in the Civil War. It now also honors the fallen in the Spanish-American War, World War I, and World War II, as well as other campaigns and expeditions in Korea, Vietnam, Lebanon, Grenada, Panama, and the Persian Gulf. This is a time to reflect on the great achievements of those brave men and women who defended the banner of freedom and to salute them for their loyal and valiant service to our Nation.

The blessings of liberty were secured for us and for others throughout the world by the men and women of our armed forces who were willing to bear the hardships of serving in the military, and many gave their life to preserve freedom.

At this time, let us demonstrate our deep respect and appreciation for those men and women who lost their lives so that the ideals of our great Nation may survive and flourish for generations to come.

Ed Madigan

Edward Madigan
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 6, 1991

SECRETARY'S ANNOUNCEMENT

HISPANIC HERITAGE MONTH

Hispanic Heritage Month will be celebrated from September 15 through October 15, 1991. This is in accordance with Public Law 100-402 dated August 17, 1988, which authorizes the designation of National Hispanic Heritage Month. This year's theme is "500 Years of Hispanic Heritage 1492-1992, A Cultural Mosaic."

This observance recognizes the contributions of Hispanic Americans to our society, including those in the arts, business, technology, science, politics and agriculture.

I wish to express my support of the Hispanic Employment Program that addresses the need to increase the representation of Hispanics in our work force, and to enhance opportunities in training and job assignments.

Agencies of the Department of Agriculture (USDA), USDA Hispanic Employment Program Management Council and USDA Hispanic American Cultural Effort will sponsor events designed to increase our awareness of the rich and diverse cultural heritage of Hispanic Americans. I encourage USDA employees to participate in these activities.

Ed Madigan

Edward Madigan
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 1, 1991

SECRETARY'S ANNOUNCEMENT

NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

Every year since 1945, the President of the United States has proclaimed a national observance in October to promote employment of people with disabilities. National Disability Employment Awareness (NDEA) Month of 1991 is occurring at a historic time for this nation. Our nation is in the beginning of a major change for people with disabilities.

On July 26, 1990, President Bush signed the Americans With Disabilities Act, and with a stroke of the pen, gave people with disabilities an important key to opportunity. This key opens many doors to our nation's public places, and to employment and leisure opportunities.

As a nation, we are preparing ourselves for full implementation of the Act. This year's NDEA Month theme is: "From Americans with Disabilities Act to Empowerment: Work - the Key to Opportunity."

Departmental Agencies will be sponsoring training workshops available to all employees in order to increase the awareness and understanding of challenges faced by people with disabilities. I encourage all employees to participate in these activities. Sign language interpreters will be provided for the hearing impaired.

I wish to express my support for the Disabled Employment Program. This program is the key to achieving the Department's goals to provide employment opportunities, career enhancement, and training to this rich untapped resource of talented, capable, and diverse workers.

Ed Madigan

Edward Madigan
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 30, 1992

SECRETARY'S ANNOUNCEMENT

ACCEPTANCE OF TRAVEL EXPENSES FROM NON-FEDERAL SOURCES

An officer or employee of the Department should not accept travel or expenses for travel for himself/herself or for any other person from any "interested party." This prohibition applies to all travel, whether in connection with official duty or otherwise. An exception is made for travel accomplished in accordance with a cooperative agreement.

An "interested party" is any person, firm, corporation, other entity, or an individual acting in behalf thereof, which has or is seeking to engage in procurement activities or other contractual, business, or financial relations with the Department; conducts operations or activities that are regulated by the Department; or has interests that may be substantially affected by the performance or nonperformance of the official duties of the employee concerned.

Normal and reasonable travel expenses, not in excess of those to which an employee would be entitled if traveling at the expense of the Department, or reimbursement therefor, may be accepted from non-Federal sources by Department agencies in connection with the performance of official duties as long as: (a) the sources are not "interested parties;" and (b) the employee's Agency Head determines that acceptance of such expenses (or reimbursement) creates neither an actual nor an apparent conflict of interest.

Employees should not accept payments directly from non-Federal sources. Payments should be made by the non-Federal sources to agencies. Acceptance "in kind" (i.e., hotel rooms, airline tickets, etc.) should be approved by the Agency Head in advance of the acceptance.

An employee may not take any action which would result in a conflict between his/her personal interest and that of the Department, or which would create the appearance of such a conflict of interest. Each employee should be aware of the existence of a counseling and advisory service on conflict of interest matters in all agencies and at the Department level. If questions arise concerning these guidelines or their applicability to situations not addressed in this Announcement, guidance should be sought

initially from the appropriate personnel in the agency or when necessary from the Department Counselor (J. Michael Kelly, Office of the General Counsel, 720-7219), the Designated Agency Ethics Official (Larry B. Slagle, Office of Personnel, 720-3585), or the Alternate Designated Agency Ethics Official (Donald D. Downing, Office of Personnel, 720-3327).

The Secretary's Announcement of July 26, 1982, is hereby superseded.

Edward Madigan
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 26, 1992

SECRETARY'S ANNOUNCEMENT

HISPANIC HERITAGE MONTH 1992

Hispanic Heritage Month (September 15 - October 15, 1992) provides us with an excellent opportunity to pause and recognize the many outstanding contributions of Hispanic Americans to our society. This year's theme is "Five Hundred Years of Hispanic Heritage 1492-1992: Contributing to America's Progress."

Over the years, the Department of Agriculture (USDA) has been very successful in carrying out its mission. This is due in large measure to the hard work and dedication of our Hispanic employees. Hispanics have played and will continue to play a critical role in all aspects of USDA. Their efforts will help us improve the equity in the delivery of our programs and services.

I encourage all USDA employees to participate in the planned activities. As we celebrate this special month, let us also reaffirm our commitment to the Hispanic community and work together in the spirit of mutual cooperation and respect.

Edward Madigan

Edward Madigan
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 7, 1993

SECRETARY'S ANNOUNCEMENT

ALTERNATIVE DISCIPLINE

On April 15, 1993, I issued my EEO and Civil Rights Policy Statement. In that statement, I said that a key element of reinventing government is that we change how we interact with one another and how we treat one another. My goal is to create a participatory work environment at Team USDA that allows everyone to realize their full potential, and increases our productivity, without the waste of human resources.

One of the most difficult challenges we face in the workplace is our approach to handling employee misconduct. We must ensure that the rights of the accused are protected as well as reassure the work force that employees who engage in misconduct will be disciplined. We should also ascertain whether any of the causes for misconduct are systemic and, if they are, move rapidly to change the systems.

Traditionally, USDA's approach to discipline has included letters of reprimand, suspensions from duty without pay, downgrades, and removals. These traditional approaches generally require significant investment of staff resources. Additionally, while these cases are processed, morale in the workplace may suffer as the relationship between the affected employee and his or her manager grows increasingly bitter and co-workers start taking sides. During suspensions, the employee's services are lost and others must do their work.

I am very pleased to announce that USDA recently issued an alternative discipline policy (Department Personnel Manual 751, Subchapter 4). Alternative discipline offers a generally more positive and less punitive tone to discipline, accelerates the healing process between the employee and the manager, and rehabilitates employees for future productive Government service.

Some of the options available under alternative discipline include community service, donation of annual leave to the leave transfer program, Leave Without Pay instead of suspension, reduced length of suspension in combination with community service, voluntary downgrades, or other agreed-to alternatives. Where possible, the alternative should be related to the misconduct, so that the community service or other alternative can be a positive learning experience.

I want to emphasize that criteria must be met before alternative discipline can be offered, including the employee's admission of the misconduct and the agency's determination that alternative discipline will deter future misconduct. I believe in giving people a second chance in the appropriate circumstances; however, alternative discipline will not be available for misconduct that warrants removal from Federal service.

Alternative discipline can help us redirect our valuable human and fiscal resources to the business of USDA and bring a measure of respect and dignity to employees who are affected by the disciplinary process.

MIKE ESPY
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 14, 1995

SECRETARY'S ANNOUNCEMENT

On Commemorating the United States Holocaust Memorial Museum *Days of Remembrance*

It is my solemn honor to ask you to join with me in commemorating the tragedy of the Holocaust through the *Days of Remembrance* observance.

The United States Holocaust Memorial Museum, which is located only a few feet from the U.S. Department of Agriculture national headquarters in Washington, has set aside Sunday, April 23, 1995, through Sunday, April 30, 1995, for this observance. I have already visited this powerful museum and hope you will have an opportunity to do so as well.

This year's commemoration is particularly meaningful, for it marks the fiftieth anniversary of the end of the Second World War in Europe, which brought freedom to the few survivors of the Nazi concentration camps. Appropriately, this remembrance closely follows two holidays celebrated by many Department of Agriculture employees: Passover, a Jewish holiday that honors the end of one ancient form of slavery; and Easter, a Christian holiday that honors a rebirth of the spirit.

As the first American of Jewish heritage to serve as Secretary of Agriculture, this remembrance has special poignancy for me. However, I hope you will agree the horrific legacy of the Holocaust is something that should be reflected upon equally by all the world's citizens. Not only did the Nazis systematically exterminate Jews, but they methodically slaughtered Gypsies (Roma and Sinti), homosexuals, persons with disabilities, and political opponents.

This legacy teaches us that whenever we divide ourselves by race, religion, or other artificial barriers, and whenever we allow ourselves to get caught up in a firestorm of senseless hatred, the world faces dire consequences.

As Benjamin Franklin reportedly said when he signed the *Declaration of Independence*, "We must all hang together, or we will assuredly hang apart." Such a need for unity is more important for us now than ever.

DISTRIBUTION ALL EMPLOYEES

I hope we can all use this week to re-dedicate ourselves--in both our professional and personal lives--towards building a world in which events such as the Holocaust can never happen again.

DAN GLICKMAN
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 24, 1995

SECRETARY'S MEMORANDUM _____

Fiscal Year 1996 Appropriations Acts

When I talked with you on September 20, we were all concerned about the possibility of a government-wide shutdown on October 1. We thankfully avoided that scenario and have been operating under a continuing resolution since that point.

We have just taken another big step in the right direction. Congress passed and President Clinton signed the Fiscal Year 1996 Appropriations Act for the Department of Agriculture. This Act, one of only two appropriations bills approved to date, provides funding for most of the programs and activities of the Department. Its approval removes most of the uncertainty about funding for many of our USDA employees. Even if Congress does not pass another continuing resolution, our programs will be funded and we can continue to operate.

However, we do still face some hurdles before our financial future is certain.

Unfortunately, the Agriculture Appropriations Act does not cover the Forest Service, which is funded under the Appropriations Act for the Department of the Interior. The Forest Service will continue to be funded through mid-November under the continuing resolution passed by Congress. The Conference Agreement on the bill was rejected by the Congress and the bill has been returned to conference for further work. At this point, we have no clear indication of how events will proceed. We are continuing to work very hard with the Congress to try to achieve early passage of an Interior Appropriations Bill which will be acceptable to the Administration. We will keep Forest Service employees advised of this situation.

Additionally, reconciliation legislation, which is expected to be voted on this week in the Congress, will affect programs administered by the USDA. The 1995 Farm Bill has yet to be passed by either House and continues to be a subject of much debate.

DISTRIBUTION: OPI:

Finally, we expect to reach the statutory public debt limit in mid-November. If Congress does not pass a public debt limit extension, then it is possible that all activities of the Government could be threatened, notwithstanding the fact that appropriations bills have become law.

I will continue to keep you informed of the progress of these matters.

DAN GLICKMAN
Secretary

OMMITTEES-2 (Advisory Committe on Agricultural Biotechnology)

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION	NUMBER: 1043-45
SUBJECT: Advisory Committee on Agricultural Biotechnology	DATE: June 26, 2001
	OPI: Agricultural Research Service

1 PURPOSE

The U.S. Department of Agriculture (USDA) encourages and supports the responsible development and utilization of beneficial new agricultural products, including those produced through biotechnology, and assures the safety of new products with a science based regulatory approach. USDA has complex and crucial roles in protecting public health and safety, the natural environment, and a competitive, vibrant, and diverse farm economy; ensuring the quality and availability of our food and fiber supply; and maintaining a competitive position of American agricultural products in the international marketplace. These topics are complex and of crucial concern in the conduct of agricultural biotechnology research, regulation, and commercialization. USDA believes it is important to maintain an intensive and regular dialogue to explore and understand the broad array of issues related to the expanding dimensions and importance of agricultural biotechnology. Therefore, USDA is establishing the Advisory Committee on Agricultural Biotechnology (ACAB) to advise the Secretary of Agriculture on policy issues related to agricultural biotechnology.

2 SPECIAL INSTRUCTIONS/CANCELLATION

a This regulation shall terminate February 4, 2002.

b The ACAB may appoint such subcommittees as it deems necessary to carry out the functions of the ACAB.

3 OFFICERS AND MEMBERSHIP

a ACAB will have a Chairperson who will be appointed by Secretary of Agriculture, and a Designated Federal Official (DFO), who will also be the Executive Secretary of the USDA Biotechnology Coordinating Committee. Members of the ACAB will be appointed by the Secretary of Agriculture. ACAB will not conduct a meeting in the absence of the Chairperson, or his or her designee, and the DFO.

b ACAB, including the Chairperson will consist of 35 to 40 members of whom no more than five (5) will be federal employees. Members of ACAB will be

COMMITTEES -2

knowledgeable in one or more of the following areas: recombinant-DNA (rDNA) research and applications using plants; rDNA research and applications using animals; rDNA research and applications using microbes; food science; silviculture and related forest science; fisheries science; ecology; veterinary medicine; the broad range of farming or agricultural practices; weed science; entomology; nematology; plant pathology; small farm advocacy; biodiversity issues; applicable laws and regulations relevant to agricultural biotechnology policy; risk assessment; consumer advocacy and public attitudes; public health/epidemiology; occupational health; ethics, including bioethics; human medicine; biotechnology industry activities and structure; intellectual property rights systems; and international trade. Members will be selected in order to achieve a balanced representation of viewpoints to address effectively USDA biotechnology policy issues under consideration.

c The Secretary of Agriculture shall select as Chairperson of the ACAB one of the appointed members.

d Equal opportunity practices, in line with USDA policies, will be followed in all appointments to ACAB. To ensure that recommendations of ACAB have taken into account the needs of the diverse groups served by USDA, membership shall include, to the extent practicable, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.

e Additional individuals representing relevant federal and state agencies may be utilized to provide advice and expertise. Expert consultants may be called upon for advice on an ad hoc basis.

4 DUTIES

a The officers of the ACAB will have the following responsibilities:

(1) The Chairperson or his or her designee will approval the agenda for the meetings, preside over and adjourn meetings under normal circumstances, and certify the accuracy of the minutes.

(2) The Executive Secretary will be responsible for preparing the minutes of each meeting.

(3) The DFO shall have the authority and be required to adjourn any meeting under circumstances in which he or she considers adjournment to be in the public interest, and must approve the agenda in advance of any meeting of the ACAB.

b The ACAB will meet at the call of the Chairperson with the approval of the DFO up to three (3) times. A quorum will consist of a simple majority of the members of the ACAB.

c The functions of the ACAB will be solely advisory, and any determinations of actions to be taken as a result of the work of the ACAB will be made by the Secretary of Agriculture or other appropriate full-time, salaried USDA officials as designated by the Secretary of Agriculture.

d Subsequent to signing a commitment to protect such information, proprietary documents may be furnished to members of the ACAB. Copies of the USDA regulations governing the control of proprietary documents will be furnished to each member of the ACAB.

e ACAB records will consist of all papers and documents pertinent to the establishment and activities of the ACAB, including its charter, agendas, minutes, and all documents related to its procedures, roster, all communication between the USDA and the ACAB, and all written materials and reports considered or issued by the ACAB.

f The ACAB will advise the Secretary of Agriculture on issues related to the use of biotechnology in agriculture. These issues include, but are not limited to, the impacts of biotechnology on farmers, on agriculture in general, and on consumers, how to maximize the potential benefits that may derive from new biotechnology applications, current and potential trade disputes concerning products containing biotechnology-derived components, and effects of changing agricultural industry structure on growers and producers.

5 ESTIMATED ANNUAL OPERATING COSTS

Members of the ACAB and its subcommittees shall serve without pay, but with reimbursement of travel expenses and per diem for attendance at ACAB and subcommittee functions for those committee members who require assistance in order to attend the meetings. The estimated annual operating cost for support of operations of the ACAB for fiscal year 2001 is $315,936 and 0.9 staff years.

6 NUMBER AND FREQUENCY OF MEETINGS

The ACAB will meet up to three (3) times. Meetings will be open to the public except when a determination is made in writing by the Secretary of Agriculture or his designee that any or all portions of a meeting should be closed in accordance with 5 U.S.C. 552b (c).

7 REPORTS/SUPPORT

a The ACAB will report as necessary to the Secretary of Agriculture.

b Staff and support functions required for operation of the ACAB shall be supplied by Research, Education, and Economics, USDA.

-END-